



# **Radiologic Technology Student Handbook 2026-2027**

**Spalding University**  
901 S. 3<sup>rd</sup> Street  
Louisville, KY 40203  
[Spalding.edu](http://Spalding.edu)



**DISCLAIMER** The purpose of the Radiologic Technology Student Handbook is to serve as a resource for both students and faculty and supplements the policies and procedures of Spalding University. This Handbook is subject to change, determined by circumstances which may occur throughout the sessions or year. Students will be notified of any changes.

Students are accountable for understanding and acting in congruence with the policies and procedures within this Handbook and the Spalding University Student Handbook.

No part of this Handbook may be reproduced, transmitted in any form or by any means (mechanical, electronic, photocopying, recording or otherwise) without written permission from the Director of Radiologic Technology and Allied Health. This Radiologic Technology Student Handbook is the property of Spalding University, Louisville, KY.



## **Section I-Programmatic Information**

### **Table of Contents**

|                                                                |    |
|----------------------------------------------------------------|----|
| Welcome Letter .....                                           | 10 |
| 1.0 Spalding University Radiologic Technology Program .....    | 11 |
| 1.1 Mission Statement .....                                    | 11 |
| 1.2 Vision Statement .....                                     | 11 |
| 1.3 Organizing Framework .....                                 | 11 |
| 1.4 Outcomes .....                                             | 12 |
| 1.5 Commitment to Civility .....                               | 13 |
| 1.6 Service Driven Expectations .....                          | 14 |
| 1.7 Memberships .....                                          | 15 |
| 1.8 Standards of Clinical Practice .....                       | 16 |
| 1.9 Non-Smoking Campus .....                                   | 16 |
| 2.0 Radiologic Technology Accreditation and Standards .....    | 16 |
| 2.1 University Approval .....                                  | 16 |
| 2.2 Program Approval .....                                     | 17 |
| 2.3 Program Accreditation .....                                | 17 |
| 2.4 Curriculum .....                                           | 17 |
| 2.5 Required Radiologic Technology Courses .....               | 18 |
| 3.0 Communication with the Radiologic Technology Program ..... | 18 |
| 3.1 Location .....                                             | 19 |
| 3.2 Phone Numbers .....                                        | 19 |
| 3.3 Voicemail .....                                            | 19 |
| 3.4 Email .....                                                | 19 |
| 3.5 Releasing Personal Information .....                       | 19 |
| 3.6 Meeting with Program Administration and Faculty .....      | 19 |
| 4.0 Communication with Students .....                          | 20 |
| 4.1 Canvas .....                                               | 20 |
| 4.2 Text Messaging .....                                       | 20 |
| 4.3 Email .....                                                | 20 |
| 4.4 Delayed Class Schedule for Inclement Weather .....         | 21 |
| 4.5 Emergency Alert System .....                               | 21 |



|                                                                   |    |
|-------------------------------------------------------------------|----|
| 5.0 Academic Expectations .....                                   | 22 |
| 5.1 Student Classroom Responsibilities .....                      | 22 |
| 5.2 Essential Functions/Technical Standards .....                 | 22 |
| 5.3 Radiologic Technologist Way of Learning .....                 | 23 |
| 5.4 Course Syllabi .....                                          | 24 |
| 5.5 Canvas Online Learning Management System (LMS) .....          | 25 |
| 5.6 Technology Requirements.....                                  | 26 |
| 5.7 APA Format for Written Papers.....                            | 26 |
| 5.8 Turnitin.....                                                 | 26 |
| 6.0 Academic Professional Integrity .....                         | 27 |
| 6.1 Academic Integrity .....                                      | 27 |
| 6.2 Students use of Artificial Intelligence .....                 | 29 |
| 6.3 ARRT Code of Ethics .....                                     | 30 |
| 6.4 Student Code of Academic Clinical Conduct .....               | 30 |
| 6.5 Definition of Unacceptable Professional Behavior .....        | 31 |
| 6.6 Electronic Devices in the Classroom .....                     | 32 |
| 6.7 Audio Recording of Classes .....                              | 33 |
| 6.8 Social Media Policies .....                                   | 33 |
| 6.9 Virtual Classroom Code of Conduct .....                       | 35 |
| 7.0 Attendance Policies .....                                     | 36 |
| 7.1 Class Attendance Policy .....                                 | 36 |
| 7.2 Clinical Attendance Policy .....                              | 38 |
| 7.3 Communicable Illness Policy for Class, Lab, and Clinical..... | 39 |
| 7.4 Children Attending Class/Clinical .....                       | 39 |
| 7.5 Medical Emergency in the KCC .....                            | 39 |
| 8.0 Grading Policies .....                                        | 39 |
| 9.0 Testing Policies .....                                        | 40 |
| 10.0 Clinical Policies and Procedures .....                       | 41 |
| 10.1 Collaborative Clinical Placements .....                      | 41 |
| 10.2 Clinical Make Up Lab .....                                   | 42 |
| 10.2 Professional Attire (Dress Code).....                        | 42 |
| 10.3 Official Uniform.....                                        | 42 |
| 10.4 Transportation to/from Clinicals .....                       | 42 |

|                                                              |    |
|--------------------------------------------------------------|----|
| 10.5 Clinical CastleBranch Policy .....                      | 43 |
| 10.6 Health Requirements .....                               | 43 |
| 10.7 Basic Life Support.....                                 | 44 |
| 10.8 Criminal Background Check .....                         | 44 |
| 10.9 Drug Screen.....                                        | 45 |
| 10.10 Personal Health Insurance .....                        | 45 |
| 10.11 Malpractice and Liability Insurance.....               | 45 |
| 10.12 Clinical Incident Reports.....                         | 45 |
| 10.13 Clinical Medical Emergency .....                       | 46 |
| 10.14 Pregnancy Policy .....                                 | 46 |
| 11.0 Clinical Skill Evaluations.....                         | 47 |
| 11.1 Essentials of Skill Evaluations .....                   | 47 |
| 11.2 Policies Governing Skill Evaluation .....               | 48 |
| 12.0 Academic Success Services .....                         | 48 |
| 12.1 Referral Services .....                                 | 48 |
| 12.2 Faculty and Course Evaluations .....                    | 50 |
| 12.3 Student Employment .....                                | 50 |
| 12.4 Student Athletes .....                                  | 50 |
| 12.5 Student Advising .....                                  | 51 |
| 13.0 Progression Policies .....                              | 51 |
| 13.1 Program Progression .....                               | 51 |
| 13.2 Registering for courses and Financial Obligations ..... | 53 |
| 13.3 Standardized Testing .....                              | 53 |
| 13.4 Radiologic Technology Graduation Requirements .....     | 53 |
| 13.5 ARRT Certification Eligibility Requirements.....        | 54 |
| 13.6 KY State Licensure Requirements (KBMIRT).....           | 55 |
| 13.7 Course Audit .....                                      | 56 |
| 13.8 Program Progression and Readmission.....                | 56 |
| 14.0 Program Dismissal .....                                 | 56 |
| 15.0 Appeal Process .....                                    | 57 |
| 16.0 Grievance Procedure .....                               | 57 |
| 17.0 Professional Organizations and Honors .....             | 59 |
| 17.1 Class Representatives .....                             | 59 |



|                                                            |    |
|------------------------------------------------------------|----|
| 17.2 Student Associations .....                            | 60 |
| 17.3 Professional Conferences and Clinical Time .....      | 60 |
| 18.0 Substance Abuse Policy .....                          | 60 |
| 19.0 Family Education Rights and Privacy Act (FERPA) ..... | 61 |

| <b>SECTION II – FULL POLICIES</b> |                                                           |               |
|-----------------------------------|-----------------------------------------------------------|---------------|
| <b>Policy #</b>                   | <b>Policy Title</b>                                       | <b>Page #</b> |
| 001                               | Academic Integrity Policy                                 | 64            |
| 002                               | ACLS/BLS Policy                                           | 66            |
| 003                               | ALARA Policy                                              | 68            |
| 004                               | Bloodborne Pathogen Policy                                | 70            |
| 005                               | CastleBranch Policy                                       | 74            |
| 006                               | Clinical Attendance Policy                                | 76            |
| 007                               | Clinical Medical Emergency Policy                         | 81            |
| 008                               | Clinical Rotations Policy                                 | 84            |
| 009                               | Clinical Safety and Supervision Policy                    | 86            |
| 010                               | Criminal Background Check Policy                          | 90            |
| 011                               | Drug Screen Policy                                        | 95            |
| 012                               | Electronic Devices in the Classroom Policy                | 97            |
| 013                               | EMR Access Agreement Policy                               | 99            |
| 014                               | Fluoroscopy and Portable Exam Supervision Policy          | 102           |
| 015                               | Health Requirements Policy                                | 105           |
| 016                               | Incident Reporting Policy                                 | 110           |
| 017                               | Laboratory and Equipment Safety Policy                    | 112           |
| 018                               | Malpractice and Liability Policy                          | 115           |
| 019                               | Medical Emergency in KCC Policy                           | 116           |
| 020                               | MRI Safety Policy                                         | 118           |
| 021                               | Patient Confidentiality Policy                            | 122           |
| 022                               | Personal Dosimetry Policy                                 | 123           |
| 023                               | Personal Health Insurance Information Policy              | 126           |
| 024                               | Post-Exposure Evaluation and Reporting                    | 128           |
| 025                               | Pregnancy Policy                                          | 131           |
| 026                               | Professional Attire Policy                                | 133           |
| 027                               | Program Dismissal Policy                                  | 138           |
| 028                               | Radiation Exposure Limits- Student v. Occupational Policy | 139           |
| 029                               | Readmission and Progression Policy                        | 142           |
| 030                               | Repeat/Reject Policy                                      | 145           |
| 031                               | Service-Learning Policy                                   | 147           |
| 032                               | Student Appeals Policy                                    | 150           |
| 033                               | Student Code of Academic Clinical Conduct Policy          | 157           |
| 034                               | Student Health/Physical Exam Policy                       | 161           |
| 035                               | Trajecsyst Reporting System Policy                        | 163           |
| 036                               | Clinical Make-up Lab Policy                               | 164           |

| <b>SECTION III - FORMS</b>                                                    | <b>Page #</b> |
|-------------------------------------------------------------------------------|---------------|
| Academic Integrity Statement Form                                             | 168           |
| Class Representative Acknowledgement Form                                     | 169           |
| Clinical Site Incident Notification Form                                      | 171           |
| EMR Access Agreement Form                                                     | 172           |
| Equipment Malfunction and Safety Concern Report Form                          | 173           |
| Fitness for Duty Evaluation Form                                              | 175           |
| Incident Report Form Witness Statement Form                                   | 177           |
| Program Documentation and Corrective Action Form                              | 178           |
| Radiation Incident/ Misadministration Report Form                             | 179           |
| ALARA Investigation Form                                                      | 180           |
| Release for Radiologic Technology Students to Return to Clinical Courses Form | 184           |
| Service-Learning Agreement Form                                               | 185           |
| Service-Learning Project                                                      | 186           |
| Service-Learning Journal Form                                                 | 189           |
| Student Health/Physical Exam Form                                             | 190           |
| Student Injury Report                                                         | 193           |
| Student Academic and Clinical Advisement Form                                 | 194           |
| Laboratory Safety Acknowledgement Form                                        | 198           |
| Acknowledgment of Receipt of Handbook                                         | 200           |

## Section I-Programmatic Information





## Welcome Letter

### **Radiologic Technology Program Spalding University**

Dear Radiologic Technology Students,

Welcome to Spalding University! Congratulations on beginning your journey into one of the most exciting and impactful professions in healthcare! We are *thrilled* to have you join the Radiologic Technology Program. You are stepping into a dynamic field where technology, compassionate care, and meaningful human connection come together every single day, and we could not be more excited to support you as you begin this path.

Your decision to pursue radiologic technology reflects a commitment to excellence, service, and the desire to make a real difference in patients' lives. Our program is designed to challenge you, inspire you, and equip you with the knowledge, clinical skills, and confidence needed to thrive as an entry-level radiologic technologist. You will learn to care for patients with empathy, produce diagnostic images with precision, communicate effectively with healthcare teams, and uphold the highest standards of safety and professionalism.

As a student at Spalding, you are also part of a community deeply rooted in service, compassion, and social justice. These values will be woven through your classroom experiences, your clinical work, and your professional development. You will learn not only how to image the body, but how to honor the dignity of every person who enters your care. We believe that skilled technologists who lead with heart and integrity can change patient experiences for the better, and we are excited to see how *you* will embody this mission.

Throughout your coursework and clinical rotations, you will be supported by faculty and clinical partners who are committed to your success. You will gain hands-on experience, build professional relationships, and discover your strengths as you develop into the kind of radiologic technologist who shines in both technical ability and human compassion.

On behalf of the faculty and staff, welcome once again to the Radiologic Technology Program. We are genuinely excited to walk alongside you during this transformative journey. Your future in medical imaging starts now and we can't wait to see all you will accomplish.

With enthusiasm and warmest regards,



Administration, Faculty and Staff

## 1.0 Spalding University Radiologic Technology Program

### 1.1 Mission Statement

The mission of the Radiologic Technology Program at Spalding University is to prepare competent, ethical, and patient-centered entry-level radiographers through rigorous academic study and high-quality clinical education. Grounded in Spalding's commitment to service and social justice, the program equips students with clinical competence, communication skills, and critical thinking abilities necessary to deliver safe, equitable imaging care to diverse populations while upholding the professional standards expected of certified Radiologic Technologists.

### 1.2 Vision Statement

Developing radiologic technologists who exemplify accountability, professional excellence, and respect for all patients.

### 1.3 Organizing Framework

The organizing framework of the Radiologic Technology Program is grounded in the metaparadigm of radiologic science, integrating the core concepts of Imaging Science, the Patient, Radiation & Safety, and the Healthcare Environment as the foundation for professional practice. These concepts guide curriculum development and clinical competency formation by emphasizing high-quality image production, compassionate and respectful patient care, ethical and responsible use of ionizing radiation, and effective participation in contemporary healthcare systems. Consistent with ARRT expectations, the program affirms the requirement that radiologic technologists provide services *“with full respect for the dignity of mankind”* and deliver patient care *“without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis”*. These standards also emphasize acting in *“the best interest of the patient”* and responding to individual patient needs with professionalism and ethical judgment. JRCERT standards further reinforce the profession's commitment to quality and safety in patient care and the requirement that programs demonstrate ethical conduct, effective communication, and patient-centered clinical practice. Together, these elements establish a unified framework that prepares students to become safe, skilled, reflective radiologic

technologists who treat every patient with respect, uphold ethical practice standards, and adapt their care to meet each individual's unique circumstances.

## 1.4 Outcomes

1. Students will demonstrate ethical and professional behavior in all clinical and academic settings.
  - a. Students will act in a professional manner, respond to patient needs, and uphold behavior consistent with standards that emphasize integrity, responsibility, and protection of patients' best interests. This includes maintaining confidentiality, demonstrating professionalism, and supporting safe, high-quality patient care.
2. Students will provide patient care that reflects respect for human dignity and individualized needs.
  - a. Learners will demonstrate compassionate, respectful care for all patients, providing services without discrimination and adapting interactions to support patient comfort, safety, and dignity.
3. Students will produce diagnostic-quality images through competent application of imaging science.
  - a. Students will apply theoretical knowledge, proper equipment use, and appropriate technical procedures to generate high-quality radiographic images while minimizing exposure to patients, themselves, and others.
4. Students will demonstrate effective communication with patients, clinical staff, and other members of the healthcare team.
  - a. Learners will use clear, appropriate communication to gather pertinent information, educate patients, and work collaboratively with healthcare personnel to support safe and effective imaging services.
5. Students will apply critical thinking and clinical judgment to a variety of imaging situations.
  - a. Students will assess situations, exercise discretion and judgment, and modify procedures when necessary to accommodate patient condition, clinical complexity, and procedural variation, always acting in the best interest of the patient.
6. Students will practice radiation safety principles to protect patients, themselves, and others.
  - a. Learners will apply established safety practices, including exposure minimization and appropriate procedural techniques, in alignment with expectations for protecting individuals from unnecessary radiation.
7. Students will demonstrate commitment to ongoing learning and professional development.



- a. Students will recognize the importance of continual improvement, staying current with professional knowledge, and engaging in activities that maintain competence and support growth throughout their careers.

## 1.5 Commitment to Civility

Compassion and social responsibility are central to the mission and philosophy of Spalding University and the Radiologic Technology Program. Faculty, students, and staff are committed to fostering a healthy, respectful, and equitable learning environment that supports professional formation, academic integrity, open communication, and continuous personal and professional growth within a diverse academic and clinical community.

We believe these commitments are grounded in intellectual openness, professional accountability, and shared responsibility, and are guided by reasoned dialogue, ethical decision-making, and a patient-centered ethic of care. These values are essential to the preparation of imaging professionals entrusted with the safety, dignity, and well-being of those they serve.

We value and respect the opportunity to learn and work alongside individuals from diverse ethnic, racial, religious, cultural, political, social, and economic backgrounds, as well as individuals of differing abilities, gender identities, sexual orientations, and ages. Recognizing the ethical foundations of the imaging profession, we affirm that these values must be actively demonstrated, reinforced, and cultivated in both academic and clinical learning environments.

The Radiologic Technology Program seeks to increase awareness among students, faculty, and staff regarding the importance of civility, professionalism, and ethical behavior, including their impact on patient care, clinical education, and collaborative practice.

Civility is the practice of treating others—and oneself—with respect, dignity, and consideration. It is demonstrated through mindful communication, responsible behavior, and recognition of everyone's intrinsic worth and professional contribution. Civility is essential to maintaining safe learning environments and effective healthcare teams.

As members of the Radiologic Technology Program, we are committed to learning and practicing in ways that support a caring, ethical, and socially responsible community.

Examples of how civility is created and sustained include:

1. Supporting autonomy, dignity, and fair treatment of self and others by fostering a respectful, inclusive, and professional environment.
2. Accepting responsibility and accountability for one's actions, decisions, and professional conduct in academic and clinical settings.
3. Respecting and safeguarding the rights, privacy, and property of patients, peers, faculty, staff, and clinical partners.

4. Communicating and behaving in a manner that does not disrupt, compromise, or interfere with learning, patient care, or clinical operations.
5. Demonstrating personal, academic, and professional integrity and expecting the same from others.
6. Actively discouraging and addressing discriminatory behavior, harassment, intimidation, coercion, or violence in any form.
7. Demonstrating openness, attentiveness, and respect when listening to the perspectives of others, including creating space for differing viewpoints.
8. Engaging in thoughtful discussion of complex or controversial issues through respectful dialogue and professional deliberation.
9. Respecting freedom of expression while recognizing the responsibility to communicate in ways that uphold professionalism and respect.
10. Utilizing appropriate institutional and programmatic resources to address concerns or resolve conflict when necessary.
11. Rejecting all forms of harassment or discrimination and recognizing the shared responsibility to intervene or report behaviors that undermine safety or respect.
12. Acknowledging that faculty, staff, and students collectively share responsibility for maintaining a safe, supportive, and professional learning and work environment.

## 1.6 Service Driven Expectations

Service, compassion, and professional responsibility are central values at Spalding University and within the Radiologic Technology Program. Radiologic technology is, at its core, a service profession—one that places students in positions of trust with individuals who may be anxious, vulnerable, or experiencing pain. This service-learning requirement is designed to connect classroom instruction and clinical education with meaningful engagement in the broader community.

### Service Requirement

- Students are required to complete **20 hours of approved service** during enrollment in the Radiologic Technology Program.
- Service hours may be completed **at any point prior to graduation**.
- Service activities may be **healthcare-related or community-based**, provided they reflect professionalism, respect, and a commitment to service.
- **All service activities must receive program approval**; pre-approval is strongly encouraged to ensure appropriateness and alignment with program values.

### Purpose and Rationale

This requirement reflects Spalding University's emphasis on service-oriented leadership and the Radiologic Technology Program's commitment to developing



professionals who understand their responsibility to others. The intent is not to add “extra work,” but to reinforce the role of service as an essential component of professional identity.

Service learning:

- Supports the development of ethical and professional responsibility
- Encourages reflection on the technologist’s role in patient-centered care
- Promotes personal and professional growth beyond technical competence

The required hours are intentionally modest yet meaningful, allowing students to engage purposefully without creating undue burden.

### **Professional Development Benefits**

Service experiences help strengthen skills that are essential to effective imaging practice, including:

- Empathy and compassion
- Communication and interpersonal skills
- Emotional intelligence
- Professional identity formation
- Preparation for employment interviews and résumé development

Every patient encounter involves more than technical skill. Service learning reinforces the importance of respectful communication, attentiveness, and professionalism—qualities that directly impact patient care and workplace collaboration.

### **Examples of Approved Service Activities**

Examples of appropriate service activities include, but are not limited to:

- Volunteering at hospitals, clinics, or imaging-related events
- Participation in community health fairs
- Service at food pantries or shelters (on-campus or local)
- Engagement with faith-based or nonprofit organizations
- Participation in campus-sponsored service initiatives

## **1.7 Memberships**

Spalding University’s Radiologic Technology Program holds memberships in the following Organizations:

1. American Society of Radiologic Technologists (ASRT)
2. Association of Educators in Imaging and Radiologic Sciences (AEIRS)
3. Radiological Society of North America (RSNA)
4. Kentucky Society of Radiologic Technologists (KSRT)



## 1.8 Standards of Clinical Practice

The Radiologic Technology Program maintains clinical education standards consistent with the expectations of the American Registry of Radiologic Technologists (ARRT) and the Joint Review Committee on Education in Radiologic Technology (JRCERT). Clinical instruction is designed to ensure that students develop competency in patient care, radiation safety, equipment operation, and radiographic procedures in a supervised clinical environment.

Students are required to demonstrate clinical competence as defined by ARRT Radiography Clinical Competency Requirements. All clinical experiences are conducted under appropriate supervision, with direct supervision required prior to achieving competency and indirect supervision thereafter, in accordance with JRCERT standards.

The program is committed to providing a structured clinical environment that promotes patient safety, ethical practice, and the progressive development of entry-level skills necessary for professional practice.

## 1.9 Non-Smoking Campus

Spalding University is a smoke free campus. No smoking is allowed in university buildings, on property, or at clinical sites.

## 2.0 Radiologic Technology Accreditation and Standards

### 2.1 University Approval

Spalding University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Spalding University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Spalding University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

*Spalding University's Accreditation Liaison should be consulted before any inquiries are made to SACSCOC. Contact the Accreditation Liaison in the Office of Institutional Effectiveness with any questions at (502) 873-4363.*



## 2.2 Program Approval

The Radiography Program has received approval from the Kentucky Council on Postsecondary Education (CPE), the state agency responsible for coordinating and approving academic programs offered by Kentucky's public colleges and universities. As the Commonwealth's higher education coordinating body, CPE reviews and approves new certificate, diploma, and degree programs to ensure they meet identified workforce, educational, and state needs.

Approval by CPE signifies that the program has undergone the required state review process and has been authorized for implementation within the Commonwealth of Kentucky. Additional information regarding the Kentucky Council on Postsecondary Education and its academic program approval process can be found at the CPE website: <https://cpe.ky.gov>.

## 2.3 Program Accreditation

The Radiologic Technology Program at Spalding University is currently in the process of seeking initial accreditation from the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is recognized by the United States Department of Education as the national accrediting body for radiography programs.

Programmatic accreditation is a voluntary process that evaluates a program's compliance with nationally accepted standards related to curriculum, faculty qualifications, student learning outcomes, and clinical education experiences. Achieving accreditation demonstrates the program's commitment to excellence in radiologic science education and to preparing graduates who are competent, ethical, and entry-level ready.

At this time, the program has submitted the necessary documentation and is progressing through the accreditation review process. Until accreditation is granted, the program is considered an applicant program and is not yet accredited by the JRCERT. Updates regarding accreditation status will be communicated to current and prospective students as they become available.

Students graduating prior to the awarding of accreditation should be aware that completion of an accredited program may be a requirement for certain certification or employment opportunities. Students are encouraged to review eligibility requirements for the American Registry of Radiologic Technologists (ARRT) and state licensure agencies.

## 2.4 Curriculum

The Radiologic Technology program curriculum is based on the educational guidelines set forth by the American Registry of Radiologic Technologists (ARRT). This ensures that students gain the knowledge and clinical skills necessary to be well prepared for the ARRT Radiography Certification Examination and entry-level practice.

## 2.5 Required Radiologic Technology Courses

Radiologic Technology courses are sequential and build on previously acquired knowledge and skills.

| Program Specific Courses                        | Credit Hours |
|-------------------------------------------------|--------------|
| RAD 111 - Introduction to Radiologic Technology | 3            |
| RAD 121 - Radiologic Anatomy and Terminology    | 3            |
| RAD 131- Patient Care and Medical Ethics        | 3            |
| RAD 112- Radiographic Positioning I             | 4            |
| RAD 122- Radiation Protection & Biology         | 1            |
| RAD 132- Clinical Practicum I                   | 2            |
| RAD 113 – Radiographic Positioning II           | 4            |
| RAD 123- Advanced Imaging                       | 1            |
| RAD 133- Clinical Practicum II                  | 2            |
| RAD 211 – Radiographic Pathology & Pharmacology | 1            |
| RAD 221 – Radiographic Positioning III          | 2            |
| RAD 213- Clinical Practicum III                 | 3            |
| RAD 222- Advanced Radiographic Positioning      | 4            |
| RAD 222 – Quality Assurance & Image Evaluation  | 1            |
| RAD 232 – Clinical Practicum IV                 | 3            |
| RAD 213 – Radiographic Physics                  | 2            |
| RAD 223 –Radiographic Modalities                | 1            |
| RAD 233 –Radiographic Modalities lab            | 1            |
| RAD 243- Clinical Practicum V                   | 5            |
| RAD 214- Registry Prep I                        | 1            |
| RAD 224- Clinical Practicum VI                  | 5            |
| RAD 215- Registry Prep II/Capstone              | 1            |
| RAD 225- Clinical Practicum VII                 | 5            |

## 3.0 Communication with the Radiologic Technology Program

Faculty and Staff in Radiologic Technology program will respond to all communication from students within 48 business hours.



### 3.1 Location

1. The main office for Radiologic Technology is located on the 1st floor in the Kosair for Kids College of Health and Natural Sciences at 901 South 3rd Street.
2. The hours of operation are from 8:30am to 4:30pm, Monday through Friday, excluding university holidays

### 3.2 Phone Numbers

3. 1.The direct phone number of Spalding University is (502) 585-9911.
4. The direct phone number of the Radiologic Technology Program is (502) 873-4548. Students should use this number for contacting faculty or administration.
5. Only messages of an emergent nature will be received and delivered to Radiologic Technology students.

### 3.3 Voicemail

6. Telephone voice mail is available 24 hours a day for messages to be recorded for all administrators, faculty, and staff.

### 3.4 Email

7. A complete list of email addresses for all faculty and staff is available on the Spalding University web site. For communication to the program in general email [radtech@spalding.edu](mailto:radtech@spalding.edu). Instructors will also include email addresses on course syllabi.

### 3.5 Releasing Personal Information

1. Names, addresses, and telephone numbers of Radiologic Technology students will not be released without prior written consent of the individual student. For more information regarding the release of student information.
2. Names, addresses and telephone numbers of faculty members of the Radiologic Technology program will not be released without prior written consent of the individual faculty member.

### 3.6 Meeting with Program Administration and Faculty

8. Program administrators and faculty are committed to supporting students in the pursuit of their educational and professional goals. To ensure effective communication and respect for everyone's time, students in the Radiologic

Technology Program are expected to schedule appointments with faculty and administrators as the standard professional practice.

9. Office hours are posted by individual instructors and are available through the Student Management System (e.g., Slate). Students wishing to meet with faculty are encouraged to schedule appointments using the designated system.
10. Consistent with professional expectations in healthcare environments, concerns and conflicts within the Radiologic Technology Program should be addressed through the appropriate chain of command. For course-related questions or concerns, students should first meet with the course instructor. If the concern is not resolved or does not pertain to a specific course, students may contact their assigned faculty advisor for guidance. Issues that remain unresolved after meeting with faculty may be directed to the Program Director.

## 4.0 Communication with Students

### 4.1 Canvas

1. Students will receive a great deal of information from faculty members through course and program Canvas shells.
2. It is advised that students frequently check Canvas for announcements or messages.
3. Faculty will also share with students any specific tools that may be used in communicating course requirements.

### 4.2 Text Messaging

1. The Radiologic Technology Program may also utilize the text feature through the Student Management System, the student advising platform.

### 4.3 Email

- All faculty and staff are assigned Spalding University email accounts. University email addresses are available through the University address book.
- Upon admission to the University, all students are assigned a Spalding University email address, which serves as the official method of communication.
- Faculty and program staff will communicate with students only through official Spalding University email accounts.
- Students are expected to check their Spalding University email daily, as email is the primary and most efficient method of communication between students, faculty, and staff.

- Failure to read, acknowledge, or respond to official University communications in a timely manner does not absolve students from responsibility for the information or requirements contained within those communications.
- Students who choose to forward their university email to an external email account do so at their own risk. Loss of email due to forwarding errors does not excuse failure to respond to official communications sent to the University email account.
- Students are expected to demonstrate professional communication in all email correspondence with faculty, staff, clinical partners, and fellow students. Emails should be written in a professional format, similar to formal correspondence rather than text messaging, and should include an appropriate salutation and closing. Students are responsible for the content of all email communications. Students may be unable to send or receive emails if mailbox storage limits are exceeded.

#### 4.4 Delayed Class Schedule for Inclement Weather

1. In the case of inclement weather, the program follows University guidelines. The University President is the only person in charge of class cancellation due to weather. Additionally, clinical faculty and/or the lead instructor for the course may cancel clinical due to hazardous weather conditions. When weather conditions are bad, and uncertainty exists (if class and/or clinical will be held) do not phone the school or program. Students are instructed to register for Spalding University's "OMNILERT E2CAMPUS" alert system. Official announcements of class cancellations and/or the University closing will be on the main Spalding website and will be sent out via OMNILERT E2CAMPUS. Students can verify registration in the campus alert system by visiting <https://spalding.omnilert.net/subscriber.php>.
2. If the University cancels classes, no class or clinical will be held. When the University is closed, it is not at the discretion of the clinical instructor or course faculty whether to have class or clinical.
3. When the Office of the Provost announces that classes are on a delayed schedule for bad weather, classes typically begin at 10:00 am. If you have a class that begins before 10:00 am and runs until after 10:00 am, it is expected that you come to class at 10:00 am. If the University is on a delayed schedule on the day a clinical session is scheduled, you must communicate with your clinical instructor related to attendance at clinical.

#### 4.5 Emergency Alert System

In case of an emergency on campus, the University will utilize OMNILERT E2CAMPUS to notify faculty, staff, and students of emergency situations. Students are advised to register for OMNILERT E2CAMPUS alerts located in the student portal. Registration



instructions are also included in the section on Delayed Class Schedule for Inclement Weather.

## 5.0 Academic Expectations

### 5.1 Student Classroom Responsibilities

Students are expected to demonstrate professional behavior and accountability in the classroom environment. Expectations include:

- a. Arrive on time and prepared for all scheduled class session
- b. Attending all classes as scheduled
- c. Communicating promptly with faculty regarding absences or inability to attend
- d. Completing assigned readings and preparatory work prior to class
- e. Fulfilling all required pre-class assignments (e.g., tickets to class)
- f. Bringing all necessary materials and resources to support learning
- g. Actively participating in class discussions and activities
- h. Remaining present and engaged for the duration of the class session
- i. Maintaining attentiveness and focus during instruction
- j. Minimizing disruptions, including side conversations or off-topic behavior
- k. Using electronic devices only for educational purposes as directed
- l. Demonstrating respect, professionalism, and courtesy toward faculty, guest speakers, and peers

### 5.2 Essential Functions/Technical Standards

The Radiologic Technology Program is committed to providing a safe and effective learning environment for students, faculty, patients, and clinical staff. To successfully complete the program, students must be able to meet the essential functions required for participation in both classroom and clinical education experiences.

A qualified student is one who, with or without reasonable accommodation, can meet the program's essential functions and technical standards. Reasonable accommodation will be provided as appropriate; however, accommodations may not fundamentally alter the nature of the program, compromise patient safety, or eliminate essential program requirements.

Students are encouraged to initiate accommodation requests as early as possible to ensure timely support.



These standards are necessary to ensure that students are prepared to provide safe, competent, and effective patient care and to meet the expectations of professional practice.

The essential functions are categorized as follows:

1. Cognitive Skills

- Ability to comprehend, apply, and critically evaluate complex information
- Ability to follow instructions, interpret technical data, and solve problems
- Ability to demonstrate clinical judgment and decision-making

2. Communication Skills

- Ability to effectively communicate with patients, families, faculty, and healthcare team members
- Ability to provide and receive instructions clearly and accurately
- Ability to document patient information appropriately

3. Psychomotor Skills

- Ability to perform physical tasks required in radiographic procedures
- Ability to position patients and operate imaging equipment safely
- Ability to stand, walk, lift, and assist patients as necessary

4. Sensory Skills

- Ability to observe patient condition and respond appropriately
- Ability to distinguish visual and auditory cues necessary for safe practice
- Ability to assess images and equipment indicators

5. Behavioral and Emotional Skills

- Ability to demonstrate professionalism, integrity, and ethical behavior
- Ability to manage stress and adapt to changing clinical environments
- Ability to interact appropriately with diverse patient populations

Students who require accommodations should contact the Office of Student Accessibility Services by emailing [access@spalding.edu](mailto:access@spalding.edu). Accommodations information can also be found at <https://library.spalding.edu/AccessibilityServices>.

## 5.3 Radiologic Technologist Way of Learning

Learning in radiologic technology requires the integration of scientific knowledge, technical skill, and patient-centered care. Students must develop an understanding of imaging principles, radiation safety, and human anatomy, and apply this knowledge to produce diagnostic-quality images while ensuring patient safety and comfort.

Radiologic technologists are required to combine critical thinking with psychomotor skills to respond effectively to a variety of clinical situations. This includes adapting



procedures based on patient condition, evaluating image quality, and ensuring adherence to radiation protection standards.

The Radiologic Technology Program is designed to prepare students with the knowledge, skills, and clinical competence necessary to perform radiographic procedures safely and effectively in a healthcare environment. Emphasis is placed on the development of clinical judgment and decision-making required for entry-level practice.

The faculty believes that learning is most effective in an environment where students are actively engaged and progressively develop competence through both didactic instruction and clinical experience. Students are expected to demonstrate growth in the following key areas of learning:

1. Apply – Use learned concepts and technical skills in clinical and laboratory settings to perform radiographic procedures safely and accurately  
*(e.g., positioning patients, selecting technical factors, implementing radiation protection practices)*
2. Analyze – Evaluate clinical situations and imaging outcomes to determine appropriate adjustments  
*(e.g., assessing image quality, identifying positioning errors, adapting to patient needs)*
3. Evaluate – Exercise clinical judgment in decision-making to ensure safe and effective patient care  
*(e.g., determining appropriate imaging techniques, ensuring patient safety, adhering to professional standards)*
4. Create (Adapt) – Modify procedures or approaches to meet patient conditions and clinical challenges while maintaining image quality and safety  
*(e.g., adjusting positioning for trauma patients, accommodating physical limitations, problem-solving in real-time)*

Faculty provides the guidance, resources, and support necessary for students to develop these competencies, preparing them for the responsibilities of professional practice in radiologic technology.

## 5.4 Course Syllabi

Each Radiologic Technology course will have a syllabus detailing course requirements. The syllabus will be available to the students on Canvas. Courses that include a clinical component will also have a handbook that outlines lab and/or clinical components.



At Spalding University, once a student has been registered for a course, the course will appear on their University portal page. The student can access all related course information from Canvas.

1. The syllabus contains an overview of the course and contains a calendar of course requirements and dates of classes.
2. It is the responsibility of the student to seek clarification from the primary course faculty for any questions related to the syllabus or clinical guidelines.
3. The purpose of the syllabus is to serve as a guideline and considered a contract between student and faculty. The syllabus is subject to change as determined by circumstances, which occur throughout the session, term, or year. Faculty will make every effort to follow the syllabus as outlined. Students will be notified of any changes as they occur.
4. The syllabus is the property of Spalding University. No part may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, mechanical, electronic, photocopying, recording, or otherwise without written permission from the Program Director

## 5.5 Canvas Online Learning Management System (LMS)

Spalding University utilizes Canvas as our online learning platform. Once a student is enrolled in a course, they have automatic access to the Canvas shell for that class. Canvas is available 24/7.

Canvas is accessed through the University portal on each student's home page.

Assistance is available 24/7. Help for problems with Canvas, the portal, password resetting, using email, and WebAdvisor— visit the Help Desk Site:

<https://my.spalding.edu/depts/deptit/Pages/Howdol.aspx> Or call: 1-855-585-9911 extension 2398 (on campus x2398)

Additional information on Canvas layout and navigation is available for anyone needing or wanting more. Just go to the library web site and click on the first item under Quick Links or visit <https://library.spalding.edu/c.php?g=1065481> Instructions are available on the portal on how to download Canvas to your smartphone.

Unless instructed otherwise, Canvas may be used to:

1. View syllabi and Spalding course handbooks
2. Post threaded discussions
3. Email faculty or classmates
4. Submit required assignments
5. Take quizzes or surveys

## 5.6 Technology Requirements

| Device                                                                                                                                 | Operating System                                  | Other Information                |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------|
| PC                                                                                                                                     | Windows 10 or newer                               | Minimum resolution 1024x768      |
| Mac                                                                                                                                    | Mac OS 13 (Ventura), 14 (Sonoma), or 15 (Sequoia) | Minimum resolution 1024x768      |
| <b>Additional Requirements</b>                                                                                                         |                                                   |                                  |
| Hard Drive – 4GB+ available required/ 5GB recommended                                                                                  | RAM – 4GB+ of usable required/ 8GB recommended    | Required – Webcam and microphone |
| <b>Preferred Browser</b>                                                                                                               |                                                   |                                  |
| Google Chrome, newest version                                                                                                          |                                                   |                                  |
| <b>Tablets</b>                                                                                                                         |                                                   |                                  |
| Students will need access to a computer – ExamSoft and some ATI products are not supported on Chromebooks, iPads, and Android tablets. |                                                   |                                  |

## 5.7 APA Format for Written Papers

All writing assignments within the Radiologic Technology program must be formatted in accordance with The Publication Manual of the American Psychological Association (7th ed.). An APA citation guide tutorial can be accessed here: <https://spalding.libwizard.com/f/APAcitation>, and an APA style guide document can be found here: [https://library.spalding.edu/ld.php?content\\_id=63368107](https://library.spalding.edu/ld.php?content_id=63368107).

## 5.8 Turnitin

Radiologic Technology courses may require electronic submission of assignments through the plagiarism detection service Turnitin <https://www.turnitin.com/>. Turnitin is an online anti-plagiarism service. Students retain copyright on their original course work.

How Turnitin works: Students (or instructors) submit electronic versions of essays to Turnitin, which in turn produces an “originality report.” This report shows the results of Turnitin’s comparison of the work to content on the Web, to Turnitin.com’s database of student writing, and to some academic databases of full-text journals.

Process:

1. For assignments which require the use of Turnitin, there will be an acknowledgement via the SUBMIT form in Canvas.

2. Turnitin.com reports are considered part of the assignment. No required work will be accepted without following the submission process.
3. Each assignment may be submitted ONE time to ensure integrity of assignments.
4. All written works are held to the University's Code of Student Rights and Responsibilities. Students agree that by taking radiologic technology courses all required papers may be subject to submission for textual similarity review to Turnitin (or similar plagiarism software) for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database (or similar plagiarism software) solely for the purpose of detecting plagiarism of such papers. Use of Turnitin service is subject to the Usage Policy and Privacy Pledge posted on the Turnitin.com site.

## 6.0 Academic Professional Integrity

### 6.1 Academic Integrity

The Radiologic Technology Program is founded on the principles of integrity, responsibility, and self-discipline, which are essential to professional practice in healthcare. Students are expected to demonstrate ethical behavior consistent with the standards of the profession.

Academic integrity is fundamental to the learning environment and requires students to engage in honest, respectful, and accountable conduct in all academic and clinical activities. The responsibility of students to uphold these standards parallels the expectation that healthcare professionals adhere to established ethical and professional guidelines.

The program fosters an environment of mutual respect, civil discourse, and trust between faculty and students to support optimal learning outcomes. Students are expected to contribute positively to this environment.

All students are accountable for adhering to the policies, rules, expectations, and guidelines outlined in this Handbook. Failure to comply may result in disciplinary action in accordance with program and institutional policies.

#### **Examples of Academic Integrity Violations**

Academic integrity violations include, but are not limited to, the following:

- **Cheating:** Using or attempting to use unauthorized materials, information, or assistance during an examination, quiz, or assignment (e.g., copying from another student, using notes when not permitted, or accessing unauthorized digital resources).

- **Plagiarism:** Presenting another person's ideas, words, or work as one's own without proper acknowledgment, including copying from textbooks, online sources, or other students.
- **Fabrication or Falsification:** Inventing or altering data, clinical documentation, patient information, or academic records.
- **Unauthorized Collaboration:** Working with others on assignments or assessments that are designated as individual work.
- **Facilitating Academic Dishonesty:** Assisting or attempting to assist another student in committing an academic violation (e.g., sharing answers, uploading exam content, or completing work for another student).
- **Misuse of Technology:** Using electronic devices or digital platforms inappropriately, including accessing prohibited resources during testing or recording/distributing exam or clinical materials without permission.
- **Clinical Integrity Violations:** Failing to accurately document clinical experiences, competencies, or patient interactions, or engaging in dishonest behavior in the clinical setting.
- **Multiple Submissions:** Submitting the same assignment or portions of an assignment for credit in more than one course without prior approval from faculty.

Students are expected to seek clarification from faculty if they are uncertain whether a particular action constitutes a violation of academic integrity.

#### Procedure for Instance of a Possible Breach in Academic Integrity:

Students, faculty, and staff have the duty to report any possible instance of academic dishonesty to the appropriate authority (i.e. faculty member or Program Director). When a possible instance of academic dishonesty occurs, the below procedure will be followed.

1. Within 5 business days, the faculty member will investigate the matter thoroughly. This investigation may include, but is not limited to, a review of the student's file and the use of available resources to analyze the paper or assignment. It is normative that the faculty member and student have a conversation to discuss the faculty member's discovery and to provide the student with an opportunity to present an explanation. If a face-to-face meeting is not feasible due to schedule or distance, a phone or email conversation will be attempted. All email communication will be directed to the student's Spalding email address; the Spalding email address is the official address for all communication from Spalding University. Each attempt should be documented by the faculty member. After the third attempt at contacting the student without response, the process will move forward without this conversation. If the conversation is held, it is to include:

- a. Faculty member's rationale for concern of academic dishonesty
- b. Student's response
- c. Clarification of possible consequences
- d. If the aforementioned conversation is held, within 2 business days of such, the faculty member will write a confirmation that the conversation occurred, with a copy given to the student. If given in person, the student will sign a form confirming the conversation occurred. If the meeting is not in person, email confirmation of the meeting will be sought. (refusal of the student to sign does not prevent the progression of the process.) This confirmation will only acknowledge that:
  - e. The student and faculty member spoke of the concern, and
  - f. The student had an opportunity to express her/his perspective
  - g. If student contact is attempted three times without response, and no conversation with the student can occur, the faculty member will render a decision about the issue based on all other available information.
- h. Faculty Decision:
  - 1. If the faculty member determines there has been no incidence of academic dishonesty, no further action is required, other than written notification to the student that no action will be taken.
  - 2. If the faculty member determines there has been an incidence of academic dishonesty, within 5 business days of the conversation with the student (or after the third failed attempt at contacting the student for this conversation), the faculty member will write a formal document articulating her/his findings and sanctions. Copies of this document will be given to the student, in person with signature verifying receipt, or via registered mail with delivery confirmation requested. Further copies will be disseminated to the student's Program Director and the student's file. A copy will be retained, also, by the faculty member.
  - 3. NOTE: In instances when a student earns a course grade that prohibits continuation in a course sequence, the student will not register or attend sequential classes. In instances where the grade results in termination from a program/dismissal from the University, the student will not register or attend any further classes and will be withdrawn from current courses.
- i. Copies of all documentation will be retained on file in the school of the responsible faculty member for three years.
- j. All disciplinary actions taken will be reported to the University Provost and recorded in the student's official file in the Registrar's Office.

## 6.2 Students use of Artificial Intelligence

### **Use with Prior Instructor Permission Only**



Students may use Artificial Intelligence (AI) to support their coursework only if specified by the instructor due to the nature of the assignment, or written permission is obtained from the instructor prior to coursework submission. Note that large language models may produce biased, inaccurate, incomplete, or non-existent information, including false citations. The student is responsible for ensuring all coursework submitted contains accurate information. Language and information produced by AI should be cited, following the format provided by the instructor.

### 6.3 ARRT Code of Ethics

The *American Registry of Radiologic Technologists (ARRT)* Code of Ethics for Radiologic Technologist provides a written explanation of the ethical responsibilities and obligations of professional radiologic technologist practice. Students are expected to demonstrate behaviors consistent with this code of ethics.

The ARRT Code of Ethics is available at:

<https://www.arrt.org/pages/about/about-us/governance>

### 6.4 Student Code of Academic Clinical Conduct

Students enrolled in the Radiography Program are expected to uphold the highest standards of academic integrity, professional behavior, ethical conduct, and patient-centered care. As future healthcare professionals, students represent both Spalding University and the radiologic technology profession in all academic, laboratory, clinical, virtual, and community settings.

Students are expected to:

- Demonstrate integrity, honesty, accountability, and professionalism.
- Maintain patient confidentiality and comply with all HIPAA requirements.
- Treat patients, faculty, staff, peers, and healthcare professionals with respect and dignity.
- Follow all university, program, and clinical affiliate policies and procedures.
- Practice within their level of education and under appropriate supervision.
- Adhere to radiation safety principles and patient safety standards.
- Arrive prepared, maintain professional communication, and accept feedback constructively.
- Conduct themselves in a manner consistent with the ethical standards established by the ARRT, ASRT, and the healthcare profession.

Prohibited behaviors include, but are not limited to:

- Academic dishonesty or falsification of records.
- Breaches of patient confidentiality.

- Unsafe patient care practices.
- Performing procedures without appropriate supervision.
- Harassment, discrimination, bullying, or unprofessional conduct.
- Misrepresentation of clinical competencies or documentation.
- Violations of university, program, or clinical site policies.

Failure to meet professional, academic, or clinical conduct expectations may result in disciplinary action up to and including dismissal from the Radiography Program.

See full policy in section II.

## 6.5 Definition of Unacceptable Professional Behavior

The following are some selective examples, not an exhaustive list:

1. **Academic dishonesty:** includes academic lying, stealing, or cheating for the purpose of affecting one's grade, course credit, or status, including but not limited to the following:
2. **Plagiarism:** Taking credit for someone else's work or ideas; stealing other's results or methods; copying the work of others without acknowledgement or otherwise credit falsely e.g., copying another person's paper/work and submitting it as your own; copying information from internet sites.
3. **Cheating:** Using unauthorized notes, study aids, and/or information from another person on an examination, report, paper, or other evaluative document; and allowing another person to do all or part of one's work and to submit the work under one's own name.
4. **Multiple Submission:** Unauthorized altering of graded work after it has been returned, then submitting the work for re-grading without prior permission of faculty; or papers written for one course and submitted for another course.
5. **Falsification of Data:** Dishonesty in reporting results, ranging from fabrication of data, improper adjustment of results, and gross negligence in collecting and analyzing data, to selective reporting of omission of conflicting data for deceptive purposes.
6. **Facilitating Academic Dishonesty:** Providing material, information, or assistance to another person with the knowledge or reasonable expectation that the material, information, or assistance will be used to commit an act that would be prohibited by this code or that is prohibited by law or another applicable code of conduct.
7. Although independent study is recognized as a primary method of effective learning, at times students benefit from studying together and discussing home assignments. When any material is to be turned in for inspection, grading, or evaluation, it is the responsibility of the student to ascertain what cooperation between/among them, if any, is permitted by the instructor.

8. **Falsification of Academic Records and Official Documents:** Without proper authorization, altering documents affecting academic records, forging signatures of authorization, or falsifying information on an official academic document, election form, grade report, letter of permission, petition, clinical record or any other official University document.
9. **Rad Tech-Client Relationships:** Students must assume personal responsibility for being in physical and mental condition to give safe rad tech care and for the knowledge and skills necessary to give this care. Unacceptable behavior includes, but is not limited to:
  - a. Providing client care in a predictably unsafe or harmful manner
  - b. Carrying out a procedure without competence or without guidance of a qualified person
  - c. Willfully or intentionally causing physical and/or mental harm to a client
  - d. Exhibiting careless or negligent behavior in connection with the care of a client
  - e. Physical or mental impairment due to substance use and/or substance abuse
  - f. Refusing to assume the assigned and necessary care of a client
  - g. Failing to inform the instructor with immediacy of a client care problem so that an alternative measure for that care can be found
  - h. Using the full name of a client in a written assignment
  - i. Removing data of any sort from the clinical area
  - j. Discussing confidential information in inappropriate areas, such as elevators, cafeteria, social media outlets, or any electronic communication mechanisms
  - k. Discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know, including through social media outlets
  - l. Falsifying patient records
  - m. Fabricating patient experiences.

## 6.6 Electronic Devices in the Classroom

Any use of technology that degrades the learning environment or promotes dishonesty will be prohibited. Technology use in the classroom is intended to enhance the learning environment for all students.

## 6.7 Audio Recording of Classes

Duplication or use of audio recordings for any purpose other than for student learning in the Rad Tech program at Spalding University is strictly prohibited. Students must obtain permission from the faculty prior to recording lectures.

## 6.8 Social Media Policies

It is important that all students understand their professional responsibilities when using social media. Students enrolled in the Radiologic Technology Program are expected to demonstrate professional judgment and behavior in all online activities.

Students should be aware that there is no reasonable expectation of privacy for information shared online. Content posted to social media or transmitted electronically may be viewed by faculty, clinical affiliates, employers, patients, and the public.

Students are responsible for all content they publish or share online. Inappropriate or unprofessional online behavior may result in disciplinary action, up to and including dismissal from the program.

### Procedures

#### 1. Monitoring and Responsibility

The program does not actively monitor all student communications; however, if inappropriate behavior is brought to the program's attention, it may be reviewed and addressed according to institutional and program policies.

Prohibited behavior includes, but is not limited to, posting or sharing content that is:

- Obscene, defamatory, or threatening
- In violation of patient privacy laws (HIPAA)
- Inappropriate for a healthcare professional setting
- Detrimental to the reputation of the program, clinical affiliates, or profession

#### 2. Definitions

- Content: Includes text, images, videos, audio, or any material shared electronically
- Social Media: Online platforms used to create and share content (e.g., Facebook, Instagram, TikTok, LinkedIn, blogs, discussion boards)
- Social Media Communication: Any form of digital interaction including posts, comments, messages, and shared media

### 3. Expectations for Social Media Use

Students in radiologic technology are part of a healthcare profession and must conduct themselves accordingly in all environments, including online.

- Students are expected to maintain honesty and professionalism when discussing program-related experiences
- Students should clearly identify their role when referencing the program or clinical experiences
- Posts should reflect sound professional judgment and ethical behavior
- Students must recognize that patients, employers, and faculty may view posted content

Unprofessional online behavior may negatively impact a student's academic standing, clinical placement, and future employment opportunities.

### 4. Patient Privacy and Professional Boundaries

Radiologic technology students have a legal and ethical obligation to always protect patient confidentiality.

- Students must never post or share patient information in any form
- This includes images, descriptions, or situations that could identify a patient, even if names are removed
- Sharing radiographic images, equipment use, or clinical experiences that involve patients is strictly prohibited unless explicitly authorized for educational purposes

Violations of patient privacy may result in immediate disciplinary action and may also have legal consequences.

Students must also maintain professional boundaries:

- Students should not interact with patients via social media
- Online interactions must reflect the same professional standards expected in clinical settings

### 5. Professional Conduct and Accountability

Students should evaluate all online activity with the understanding that it may be viewed by:

- Patients
- Clinical instructors and staff
- Faculty
- Potential employers

Online behavior should support—not compromise—professional credibility.

Students are expected to:

- Use privacy settings appropriately, while recognizing they are not fully protective
- Separate personal and professional online presence



- Avoid posting content that could be interpreted as unprofessional, unsafe, or unethical

## 6. Reporting Concerns

Students who encounter social media content that may:

- Violate patient privacy
- Reflect unsafe or unethical behavior
- Compromise professional standards

should report concerns to a faculty member or program official.

Students are encouraged to address concerns appropriately and responsibly, with a focus on maintaining patient safety and professional integrity.

## 7. Program Use of Social Media

The Radiologic Technology Program may periodically share student-related content on official platforms, including:

- Program activities
- Educational experiences
- Community engagement events

All students will complete a Photo Release form upon admission and may choose to opt out. Students may revise their preference at any time by contacting the program.

## 6.9 Virtual Classroom Code of Conduct

Although the Radiologic Technology Program is delivered in a face-to-face format, circumstances may require the use of virtual or remote instruction on rare occasions. In such cases, students are expected to maintain the same level of professionalism and engagement as in the traditional classroom setting.

### **Expectations for Virtual Participation**

Students participating in virtual class sessions are expected to:

- Join sessions on time and remain present for the duration of the class
- Ensure a stable internet connection and access to a functional device with audio and video capabilities
- Have their camera on for the duration of the class session unless otherwise directed by faculty
- Mute microphones when not speaking to minimize background noise and disruption
- Actively participate and remain attentive, avoiding distractions or unrelated activities
- Engage respectfully with faculty and peers at all times

- Utilize appropriate language and communication, whether verbal or through chat functions
- Dress appropriately and present themselves in a professional manner
- Participate in an environment conducive to learning, free from excessive distractions

**Professional Conduct**

Virtual learning environments are considered an extension of the classroom. Students are expected to demonstrate professionalism, accountability, and respect in all interactions. Behaviors that are disruptive, disrespectful, or inconsistent with program expectations may result in disciplinary action.

**Use of Technology**

- Electronic devices should be used for course-related purposes only
- Recording class sessions is prohibited unless explicitly authorized by faculty
- Sharing of course content, screenshots, or recordings without permission is not allowed

**Access Instructions**

Specific instructions for accessing virtual class sessions (e.g., platform links, login procedures) will be provided by faculty within individual courses.

## 7.0 Attendance Policies

### 7.1 Class Attendance Policy

Students are expected to attend all meetings of the classes in which they are enrolled. Before registering for classes, students in all University programs should anticipate the number of absences that may result from family obligations, work-related responsibilities, and University-sponsored activities, such as Division III athletic team events. Once a class has begun, students who anticipate that they will not meet the attendance requirements to earn a passing grade should drop or withdraw from the class. A student who does not wish to remain in a class should follow the [Add/Drop Policy](#) or [Withdrawal Policy](#). Any student who stops attending a course without having officially withdrawn will receive a grade of F and must assume any remaining financial obligations for the course. *Dropping or withdrawing from a course may negatively impact a student's financial aid and GPA.*

*Consistent class attendance and participation are essential for academic success. The University attendance guideline is that students attend a minimum of 75 percent of the scheduled class meetings and applicable laboratory/practicum meetings.*



**NOTE:** Spalding University colleges, schools, or academic units (particularly those with accreditation and/or licensing criteria) may have *stricter attendance policies*. These policies are clearly stated in course syllabi and handbooks (where applicable).

Course instructors determine a passing grade by combining the results of assessments, assignments, participation, and compliance with attendance policies (relative to the 75 percent minimum). *All absences (excused and unexcused) will be used by the instructor to determine whether a student has met course attendance requirements.*

It is the student's responsibility to know the grading methods and attendance policies for each course in which they are enrolled, as they may differ from instructor to instructor.

**A. Class Attendance the First Week**

Instructors are required to report that students began attendance during the first week of the enrollment census. All students are expected to attend a minimum of half the class meetings per course during the first week (the drop/add period), or they will be administratively dropped. This may negatively impact a student's financial aid.

**B. Excused Absences**

The University excuses a class absence for illness, bereavement, a major religious holiday, a university-sponsored activity/event, required court attendance as certified by the Clerk of Court, or military duty as certified by the student's commanding officer. For an absence to be excused, a student is expected to provide written notice to the instructor at the earliest opportunity before the missed class meeting (except for sudden illness or an indisputable emergency). *The instructor may request additional documentation.*

*An excused absence provides a student with the opportunity to submit graded work for the missed class on an agreed-upon timeline documented in writing in consultation with the instructor. The student is responsible for contacting the instructor for approval to submit missed work for an excused absence. If the exact work cannot be made up, the instructor may identify a substitute assignment. Excusing an absence (beyond the excused absences defined by the University) and providing the opportunity to submit missed work for credit is at the discretion of the instructor.*

**NOTE:** Spalding University colleges, schools, or academic units (particularly those with accreditation and/or licensing criteria) *may require specific course assignments be made up* when a student is absent (excused or unexcused). These assignments are clearly identified in course syllabi and handbooks (where applicable).



#### C. Absences Due to Illness

Students who have an illness that is contagious or who are too sick to attend class should contact their instructor at the earliest opportunity before the missed class meeting. An instructor may ask the student to provide documentation from Student Health or a healthcare professional, if possible. The instructor may excuse a student who shows up for class and is clearly too ill to participate.

#### D. University Sponsored Activities

*Students participating in university-sponsored activities or events represent Spalding University. University-sponsored activities/events that qualify for excused absences include those with a clear educational purpose endorsed by the advisor/supervisor of the sponsoring organization and athletic competitions supervised by the Department of Intercollegiate Athletics (including post-season tournaments and subsequent changes to the schedule). Student-athletes are NOT permitted to miss class for practice, meeting with coaches, open gym, strength and conditioning, or athletic training treatment.*

**NOTE:** Spalding University colleges, schools, or academic units (particularly those with accreditation and/or licensing criteria) *may have stricter attendance policies related to university-sponsored activities*. These policies are clearly stated in all course syllabi and handbooks (where applicable).

#### E. Veterans/Active Military Attendance Policy

Spalding University supports its veteran and active military students. The University Catalog provides specific provisions and guidelines for single, short-term, and long-term absences by veteran and active military students that are related to their veteran or active military status. The link to the policy is [Military and Veteran Student Policies](#); the attendance policy starts approximately half-way down the page.

#### F. Appeal Process

Questions regarding the enforcement of class attendance and grading policies must first be discussed with the course instructor. For further appeal information refer to policy.

## 7.2 Clinical Attendance Policy

Clinical is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually. Failure to do so may jeopardize a student's progression in the program. Excused absences will be at the discretion of the Clinical Director and/or Program Director. Clinical attendance is required for a student



to meet the objectives of the course and to meet the required hours of clinical participation. Failure to comply with attendance policies will inhibit the student's ability to matriculate into the next course.

See full policy in section II.

### 7.3 Communicable Illness Policy for Class, Lab, and Clinical

If a student has a diagnosed communicable illness that can be easily transmitted to others (such as influenza, norovirus, RSV, etc.) or fever (temperature greater than 100.4 degrees F), they are NOT to come to class, lab, or community clinical for safety reasons. If a student has a communicable illness that can easily be transmitted to others, the student should be free from fever, vomiting, and/or diarrhea for at least 24 hours before returning to class, lab, or community clinical.

### 7.4 Children Attending Class/Clinical

1. Children may not accompany students to school.
2. Children are not permitted in the skills lab.
3. Children are never permitted in the clinical area under any circumstance.

### 7.5 Medical Emergency in the KCC

Procedure for reporting an incident (i.e. accident, injury, occurrence, or illness) occurring in the KCC. Information is also posted in KCC classrooms.

## 8.0 Grading Policies

Students will be evaluated and receive final course grades at the end of each course. Grades will be based on assignments, testing, and evaluations throughout the term, course, or phase. Some courses include a clinical component, which allows students the opportunity to gain experience practicing in a health care setting. The grades earned for these courses will be based on student performance in theory, clinical learning lab, and clinical. Students must achieve a "C" or higher in all courses.

1. Grading Scale:
  - A: 100 - 90
  - B: 89-84
  - C: 83- 78
  - D: < 77
2. Grading Determination:

Each syllabus will outline the requirements of the course detailing potential points awarded to each assignment.

- a. The 78% passing standard is based on points. Points are converted to a percentage at the end of the course.
- b. Individual exam grades will not be rounded.
3. Rounding Policy for Final Grades:
  - c. Only final course grade will be rounded to the nearest whole number.
  - d. Rounding of the final grade will be as listed below:  
0.1 to 0.4 rounds down to the nearest whole number. Example: 74.4 round to 74.  
0.5-0.9 rounds up to the nearest whole number. Example: 76.5 round to 77.
4. Communication of Course Grades:
  - a. Test scores are posted by faculty within the Canvas shell for the course.
  - b. Faculty may issue a Course Midterm Warning if a student is at risk of failing a course.
  - c. Faculty are not permitted to provide information concerning course grades to students over the telephone or by email.
  - d. Staff of the Radiologic Technology program are not permitted to provide grade information at any time.
  - e. Course grades on Canvas are not official.
  - f. Official and final course grades are available on WebAdvisor the Thursday following session completion.
  - g. Bonus points cannot assist the student in passing the course.
5. Grade Reporting:

Grades from all courses are submitted to the Registrar's office the Wednesday following the last day of classes for the session. (Traditionally sessions end on a Sunday, so the following Wednesday all course grades are due.) All course grades will be uploaded by the Registrar's office on that Thursday morning and will be available for students to view on WebAdvisor.

## 9.0 Testing Policies

Examinations are used as a primary method to evaluate student learning and readiness for clinical practice and certification.

1. Exam Development
  - Exams are developed by faculty and aligned with ARRT content specifications and course objectives.
2. Exam Format
  - Exams may include multiple-choice, image-based, and application-focused questions.

- Computer-based testing may be utilized to prepare students for the ARRT certification exam.
- 3. Exam Administration
  - Exams must be taken at the scheduled time unless prior arrangements are approved.
  - Testing conditions will be standardized to ensure fairness.
- 4. Grading and Feedback
  - Exam results will be made available no later than 1 week following testing.
  - Faculty may conduct exam reviews after performing item analysis.
- 5. Exam Review and Security
  - Exams are the property of the program and will not be released to students.
  - Review sessions may be conducted at faculty discretion.
  - All exam materials will be securely maintained.
- 6. Academic Integrity
  - Any form of cheating or academic dishonesty during testing will result in disciplinary action per institutional policy.
- 7. Optional Practices
  - Faculty may incorporate collaborative testing or alternative assessment strategies as outlined in the course syllabus.

## 10.0 Clinical Policies and Procedures

All Radiologic Technology students will complete 1024 hours of clinical education within a variety of experiential learning environments (simulation, rad labs, and clinical partner agencies).

All Radiologic Technology students must meet course and clinical outcomes for each course and follow clinical policies and procedures in order to pass the course. Failure to meet course and clinical outcomes results in course failure.

Guidelines for all clinical experiences designate student expectations, responsibilities, and accountabilities.

### 10.1 Collaborative Clinical Placements

Students enrolled in Spalding University's Radiologic Technology program will be assigned appropriate clinical settings for completion of their clinical hours by the Director of Clinical Education.



Completion of all assigned clinical hours is required in order for students to graduate from the program and be eligible to sit for the American Registry of Radiologic Technologist (ARRT) Examination.

***At no time, may the student make their own clinical placement arrangements or begin or end clinical rotations outside of the oversight and approval of the Director of Clinical Education.***

**Didactic faculty of clinical courses retain responsibility for the final grade in those courses.**

## 10.2 Clinical Make Up Lab

Students who miss scheduled clinical hours due to an official Spalding University holiday or university closure may be required to participate in a Clinical Make-Up Lab. These faculty-supervised sessions provide structured educational experiences that support clinical learning objectives through activities such as positioning practice, patient care exercises, image evaluation, clinical simulations, and professional development activities. Students are expected to attend all assigned make-up lab sessions. See full policy in section II.

## 10.2 Professional Attire (Dress Code)

The purpose of the Rad Tech dress code is to:

1. Communicate professionalism and competence to patients, the institution, and the public.
2. Maintain a safe, hygienic environment for patients and students. Infection control and patient/student safety are of the utmost importance and are reflected throughout the dress code. Specific requirements protect both the patient and the student from transmission of disease-causing organisms.

## 10.3 Official Uniform

Students must wear the official clinical uniform for all clinical rotations and any other experiences as indicated.

## 10.4 Transportation to/from Clinicals

Students admitted to the Radiologic Technology Program at Spalding University are required to maintain reliable and consistent transportation to all designated clinical education sites. Clinical rotations may be scheduled on any day of the week, including weekends, and may occur at any hour, including early morning, evening, or overnight shifts, in accordance with clinical site availability and programmatic needs.



Clinical placement assignments will be communicated to students approximately two to three weeks in advance to allow adequate time for planning and preparation.

Students should be aware that the ability to travel to and from assigned clinical sites is an essential component of meeting clinical education requirements. Failure to secure reliable transportation will prevent completion of the clinical portion of the curriculum, which is required for continued progression in the program and for eligibility for graduation.

### 10.5 Clinical CastleBranch Policy

To ensure compliance with the Radiologic Technology Program and Clinical Partner Facility requirements for safe patient care in the clinical setting. Health and integrity are of the utmost importance among students charged with professional care. Please see full policy.

### 10.6 Health Requirements

The purpose of the policy is to confirm compliance with clinical facility requirements that ensure the safety, health and wellbeing of the student, patients and community.

Students who participate in clinical experiences are at risk for exposure to and possible transmission of vaccine preventable diseases. To protect students, healthcare providers, and patients, maintenance of immunity is required to attend radiologic technology classes and clinical.

All of the following health requirements must be submitted 4 weeks prior to the start of the initial clinical rotation.

**Health/Physical Exam Requirements:** Students must have an annual health/physical exam while participating in Radiologic Technology Programs. If you are not current with this requirement, you will be dropped from all courses at the end of Week 1 of the semester. This will result in needing to take the course at another time and changed progression in your program of study.

**History and Physical Clearance:** The form, signed by the physician, physician's assistant, or nurse practitioner, shall be provided to the radiologic technology program. This report shall indicate that the student does not have any health condition(s) that would create a hazard to themselves, employees, or patients. If it is noted that a student does have a condition (impairment) that could interfere with the



performance of their essential duties, Students who require accommodations should contact the Office of Student Accessibility Services by emailing [access@spalding.edu](mailto:access@spalding.edu). Accommodations information can also be found at <https://library.spalding.edu/AccessibilityServices>.

To remain compliant with program and clinical partner requirements, students shall report any new medical condition (i.e., surgical procedure including cesarean birth, ongoing treatment for illness or injury, pregnancy, vaginal birth, etc.) to the Program Director and course faculty as soon as possible so that appropriate and necessary precautions can be made. Students will be required to have full medical clearance with no restrictions to resume clinical and lab attendance. Please see full policy .

**Immunization:** Students will comply with the immunization standards within the full health requirements policy.

## 10.7 Basic Life Support

The purpose of the Basic Life Support Policy is to ensure that all radiology students are compliant with clinical requirements in order to provide safe patient care during clinical experiences. See full policy.

## 10.8 Criminal Background Check

Students enrolled in the Radiologic Technology program are required to undergo a criminal background check as part of clinical placement requirements. In addition, eligibility for the American Registry of Radiologic Technologists (ARRT) certification examination includes meeting the ARRT Standards of Ethics, which require demonstration of good moral character.

Applicants for ARRT certification must disclose any history of criminal convictions, including misdemeanors and felonies, as well as any disciplinary actions from regulatory or professional bodies. These matters are reviewed on a case-by-case basis by the ARRT Ethics Committee.

Students should be aware that the presence of a criminal record does not automatically disqualify an individual from certification; however, **all ethics violations must be reviewed and resolved before a candidate may be deemed eligible to sit for the ARRT certification examination.** Individuals with unresolved legal conditions (e.g., active probation or parole) are not eligible for examination until such conditions are satisfied.



Students with potential ethics concerns are strongly encouraged to complete the ARRT Ethics Review Preapplication early in their program to determine eligibility and avoid delays in certification.

## 10.9 Drug Screen

The purpose of this policy is to ensure compliance with the Radiologic Technology Program and Clinical Facility requirements and to support safe patient care in the clinical setting. See full policy.

## 10.10 Personal Health Insurance

The purpose of the Personal Health Insurance Policy is to confirm compliance with the Radiologic Technology Program and Clinical Facility requirements that ensure the safety, health and wellbeing of the student.

Health and integrity are of the utmost importance among students charged with professional care. Spalding University Radiologic Technology program encourages students to become increasingly proficient in promoting self-health and becoming informed when they seek healthcare services.

Spalding University and the Radiologic Technology Program are not responsible for the costs related to health emergencies or injuries occurring while students are engaged in clinical practice.

Since radiology students are not employed by the affiliated clinical agencies, agencies are not responsible under Worker's Compensation for reimbursements to radiologic technology students if injuries should occur while in the role of a radiology technologist student. See full policy.

## 10.11 Malpractice and Liability Insurance

The purpose of the Malpractice and Liability Insurance Policy is to ensure compliance with the Radiologic Technology Program and Clinical Facility requirements that promote the safety, health and wellbeing of the student, patients, and community. See full policy.

## 10.12 Clinical Incident Reports

Procedures and forms for reporting incidents in various learning environments are located in section III. Students experiencing a clinical incident (i.e. accident, injury,



occurrence, or illness) will complete the clinical facility's incident report in addition to the Spalding University radiologic technology Incident Report Form/Incident Witness Statement. Students will be assisted through this process by clinical faculty and facility staff as appropriate.

### 10.13 Clinical Medical Emergency

Procedure for reporting an incident (i.e. accident, injury, occurrence, or illness) occurring at a clinical site. See full policy.

### 10.14 Pregnancy Policy

The Radiologic Technology Program is committed to providing a safe educational environment for all students while maintaining compliance with radiation safety standards established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), American Society of Radiologic Technologists (ASRT), and applicable state and federal regulations.

A student who becomes pregnant is not required to voluntarily disclose her pregnancy to the program. Voluntary declaration of pregnancy is the student's personal decision. If a student chooses to declare pregnancy, the declaration must be submitted in writing to the Program Director or Clinical director.

Upon written declaration of pregnancy, the student will be counseled regarding:

- Radiation exposure limits for the declared pregnant student
- Fetal radiation dose monitoring requirements
- Available options for continuation in the program
- Clinical assignment considerations
- Voluntary withdrawal of declaration

The declared pregnant student will be informed that, in accordance with Nuclear Regulatory Commission (NRC) recommendations and radiation safety guidelines, the fetal dose equivalent limit during the entire pregnancy should not exceed 0.5 rem (5 mSv), with efforts made to avoid substantial variation above 0.05 rem (0.5 mSv) per month.

Students who voluntarily declare pregnancy will be issued an additional fetal dosimeter to be worn at waist level beneath the lead apron during all energized laboratory and clinical procedures. Personnel monitoring reports will be reviewed regularly by program leadership.



The student may choose one of the following options:

1. Continue in the program without modification of clinical assignments
2. Continue with reasonable clinical assignment adjustments, if appropriate and available
3. Request a leave of absence in accordance with institutional policy

Clinical assignment modifications, if requested, will be reviewed individually to ensure that educational requirements, patient care standards, and program completion requirements are maintained.

The student may withdraw the declaration of pregnancy at any time by submitting written notice to the Program Director. Once withdrawn, the student will no longer be considered a declared pregnant student under radiation safety regulations.

The program will not discriminate against any student based on pregnancy status. Pregnancy alone shall not be grounds for dismissal, delay in progression, or denial of educational opportunity.

Students are expected to continue following all ALARA (As Low As Reasonably Achievable) principles, including time, distance, and shielding, throughout all laboratory and clinical experiences.

## 11.0 Clinical Skill Evaluations

Radiologic Technology is a practice-based profession; therefore, our education focuses on actual practice and the student's ability to engage with both the practice and the theory of radiology. Skill checkoffs consist of a set of critical elements specified by the faculty that define satisfactory performance of a particular skill. Critical elements are defined as single, discrete, observable behaviors that are mandatory for the safe and competent practice of that skill.

### 11.1 Essentials of Skill Evaluations

1. Performance of students is judged against a predetermined standard (critical element) at the conclusion of a designated period of learning and practice. Skills are graded on a pass/fail basis.
2. It is important to separate practice time from check-off time, due to the differing roles and functions for instructors and students during learning and assessment times.

3. During practice time, students should take full advantage of resources such as faculty or open lab hours.
4. During check-off time, students are held accountable for demonstrating specific skills/competencies in the presence of a clinical examiner. The examination will occur in the school labs or in a clinical facility.
5. During the process of learning the skill (learning time), students are encouraged to use performance checklists or learning guides.
6. Students must come to the laboratory with all the required materials to successfully complete the skills.
7. Students are held accountable for all skills taught in all radiology courses. Students who are unsuccessful on their initial skill checkoff will have the opportunity to repeat the skill when able (applicable to clinical checkoffs only).

## 11.2 Policies Governing Skill Evaluation

1. The student is required to pass all designated skill checkoffs identified for each Radiologic Technology course including general patient care procedures as identified by the ARRT.
2. Students must obtain all mandatory (38) and (17) elective checkoffs during clinical rotations as part of their graduation requirements.

## 12.0 Academic Success Services

This policy supports the Radiologic Technology program vision and mission by providing opportunities for students to develop skills that promote success, practice leadership, and become self-directed learners through the delivery of centralized, high-quality academic support services that are responsive to the needs of the radiology program, Spalding community, and the healthcare community.

### 12.1 Referral Services

#### **MATH LAB**

Spalding University provides math support for all students. Tutoring is available both online and in person, with experienced tutors who will help students embrace math concepts and problem solving techniques. Both walk-ins and appointments are accepted. The Math Lab is located in the Library and the contact phone number is 502-873-4168.

#### **WRITING CENTER**



The Writing Center is a valuable resource to students seeking assistance with the writing process, improvement through revision of written work, formatting, presentation practice and critique, and assistance with resumes and other professional documents. The Writing Center is located on the second floor of the library. Appointments can be requested by contacting [writingcenter@spalding.edu](mailto:writingcenter@spalding.edu) or calling 502-873-4494; their website can be accessed through the following link: <https://library.spalding.edu/writing-center>

### **COUNSELING AND PSYCHOLOGICAL SERVICES**

Attending college can be physically, emotionally, and financially taxing. Students at Spalding University have access to counseling services through the Counseling and Psychological Services Center (CaPS). Appointments may be requested by emailing [caps@spalding.edu](mailto:caps@spalding.edu).

### **PEER TUTORING**

When available, peer tutoring services are available at the discretion of individual course faculty, faculty advisors/mentors, and/or the Academic Success Coach. Peer tutoring services are dependent on the availability of peer tutor volunteers. The Spalding Radiologic Technology Program Peer Tutor Request Form – Student is available in the Appendix and should be returned to the instructor of the course for which the student is requesting tutoring services.

### **PHILOSOPHICAL STATEMENT ON GROUP WORK**

Undeniably, the product of a cooperative and successful group is often far superior to what any one individual could have done by themselves. One of the goals of working in groups is to prepare students to work in a multicultural and diverse workplace where problem solving, negotiating, and respect for the beliefs and opinions of others are necessary for success. Virtually, no job is performed in isolation; therefore, we must be competent and skilled at working in groups. Faculty understand that teamwork or working in groups is not a simple process, but requires training, planning, and experience for it to be effective and satisfying.

### **ENGLISH LANGUAGE LEARNER SERVICES**

We provide specialized supports for students who are English Language Learners (non-native speakers of English). We can help students with grammar, vocabulary development, speaking, and listening skills in English. We do this through tutoring, homework help, success coaching, conversation practice, and oral presentation practice. We work closely with our colleagues in the Writing Center to help students with their writing assignments. Students can opt in to our services, and faculty can refer students who they think might benefit from some extra support. We also encourage and support student leaders who want to start a student organization built



around their native language, ethnic, racial, or religious identity (i.e. Asian Student Union, Hispanic Achievers, or Islamic Student Association). Contact [kbenson@spalding.edu](mailto:kbenson@spalding.edu) for more information.

## 12.2 Faculty and Course Evaluations

1. The University uses a web-based site for evaluation of teaching. Student feedback regarding courses and faculty instruction is very important to the program.
2. Student comments make a difference in the planning and presentation of our curriculum. The composite results are shared with individual faculty members and administrators only after final grades are submitted.
3. All evaluations are anonymous and cannot be linked to any individual student. An email will be sent to the students announcing that the evaluation process is open and ready for student response.

## 12.3 Student Employment

1. The Radiologic Technology Program requires a great deal of time and concentration. Students will be in clinical or class between 8-40 hours per week. To enhance success in the program, it is highly recommended that students are NOT employed more than sixteen to twenty (16-20) hours per week.
2. Special consideration will NOT be given with respect to program requirements because of working hours. Classes and clinical experiences occur during varying days and times of the week.
3. If employed, students may not wear their student uniform, lab coat, or name tag to the place of employment. The student uniform may not be worn for any purpose other than a clinical experience that is a part of the Spalding University Radiologic Technology Program.
4. When working, students may not perform any activities that have not been approved in the individual's job description at the agency of employment, nor may the student use the designation of "Radiologic Technology student."

## 12.4 Student Athletes

Student athletes are not eligible to participate in the Radiologic Technology program as the associates level degree does not satisfy the requirements of the NCAA for college athletic participation.



## 12.5 Student Advising

End-of-session advising meetings are conducted between each student and the Program Director. These meetings provide an opportunity to evaluate academic performance, discuss strengths and areas for improvement, review progression requirements, and develop an individualized plan for continued success within the program.

See Section III for the student advising form.

## 13.0 Progression Policies

### 13.1 Program Progression

#### **Course Failure Limit**

Students enrolled in the Radiologic Technology Program are expected to demonstrate satisfactory academic performance in all required radiologic technology courses.

- A student may fail no more than two (2) radiologic technology courses during enrollment in the program.
- A course failure is defined as earning a final grade below the minimum passing grade (78) required for progression in the Radiologic Technology Program.
- This policy applies specifically to radiologic technology courses and does not apply to general education courses unless otherwise specified by institutional policy.

#### **Program Dismissal Due to Course Failure**

A student who fails a third radiologic technology course will be subject to dismissal from the Radiologic Technology Program.

Dismissal will occur unless the student is granted approval through the program's formal appeals process, as outlined below.

#### **Appeals Process**

Consistent with JRCERT expectations for due process and equitable treatment, the Radiologic Technology Program provides students with the opportunity to appeal dismissal resulting from a second course failure.

#### **Eligibility for Appeal**

- Appeals are reviewed on an individual, case-by-case basis.
- Submission of an appeal does not guarantee approval.
- A student may submit one (1) appeal related to a third radiologic technology course failure during enrollment in the program.



### **Appeal Submission Requirements**

The student must submit a written appeal to the Program Director within 14 days of receiving written notification of dismissal. The appeal must include:

1. A clear explanation of the circumstances contributing to the course failure
2. Documentation of extenuating circumstances, if applicable
3. Evidence of actions taken or planned to improve academic performance
4. A statement demonstrating the student's readiness and ability to successfully complete remaining program requirements

### **Appeal Review Process**

Appeals are reviewed by the Program Director and/or a designated Academic Review Committee in accordance with program and institutional policies.

The review process may include consideration of:

- The student's academic and clinical performance
- Professional behavior and adherence to program policies
- Attendance and engagement
- The likelihood of successful program completion

### **Appeal Decision**

The outcome of the appeal may include:

- Approval to repeat the failed course and continue in the program, with conditions as appropriate, or
- Denial of the appeal, resulting in confirmation of program dismissal

The decision will be communicated to the student in writing. The decision of the program is final.

### **Conditions of Continued Enrollment (If Appeal Is Approved)**

If an appeal is approved, the student may be required to:

- Repeat the failed course at the next available offering
- Comply with a written academic improvement or remediation plan
- Meet specified performance benchmarks
- Acknowledge that any additional radiologic technology course failure will result in immediate dismissal from the program without further appeal

## 13.2 Registering for courses and Financial Obligations

It is the policy of the University to withhold certain services to students who have not met their financial obligations according to the prescribed timelines. Specifically, students will not be able to attend class, lab, clinicals, obtain their professional license, become eligible to take the licensing exam, or receive transcripts or diplomas, until all financial obligations to Spalding University are paid in full.

1. A Statement of Account is placed on the student portal at least 30 days prior to the start of each semester (Fall, Spring, and Summer); a statement of charges will be available on the student portal <https://my.spalding.edu>
2. Failure to access the portal will not relieve the student of responsibility for making payment by the designated due date.
3. The statement of responsibility immediately reflects any changes in registration and other charges.
4. Students will need to discuss any billing issues with the Bursar.
5. Should a student have to register late, there is a process of back registration that may take up to a week after the Bursar indicates you are eligible to register.

## 13.3 Standardized Testing

Radiologic Technology students will take various standardized exams throughout the program including but not limited to the comprehensive predictor exam before graduation.

Completion of the radiology program requires that all elements (courses, course work, assignments, clinical experiences, etc.) of the courses on the program of study be met within the required time frames established by the Radiologic Technology Program and the University.

## 13.4 Radiologic Technology Graduation Requirements

To successfully graduate from the Radiologic Technology Program, students must meet all academic, clinical, and professional requirements established by the program. These requirements are designed to ensure graduates are eligible for certification by the American Registry of Radiologic Technologists (ARRT).

Graduation requirements include:

- Successful completion of all required didactic coursework
- Achievement of the minimum grade requirements as outlined in program policies
- Completion of all assigned clinical education hours
- Demonstration of competency in all required clinical procedures



- Adherence to program policies, including professional conduct standards
  - Completion of all programmatic and institutional graduation requirements
1. Completion of 74 credit hours, including 58 credit hours in Radiologic Technology.
  2. The University stipulates in order to graduate from Spalding University, a minimum of ½ of the course credits of the student's major must be taken at Spalding University.
  3. A grade of "C" or better in all Radiologic Technology courses including all Clinical Practicum courses.
  4. Successful completion of 20 hours of service learning.

The program is accredited by the Joint Review Committee (pending) on Education in Radiologic Technology (JRCERT) and is structured to meet ARRT educational and competency requirements. Eligibility for the ARRT certification examination requires, in addition to program completion, the award of an associate degree or higher and compliance with ARRT ethics requirements.

Upon completion of the program of study, the Radiologic Technology program submits the information to the Registrar for evaluation of University requirements. Determination of completion of University requirements is the prerogative of the Registrar and will be posted according to University policy. The Registrar conducts these degree and financial audits seven times per year, at the end of each academic session. All academic and financial requirements must be met prior to degree conferral.

### 13.5 ARRT Certification Eligibility Requirements

Graduates of the Radiologic Technology Program must meet the requirements established by the American Registry of Radiologic Technologists (ARRT) to be eligible to sit for the national certification examination.

ARRT eligibility is based on three components:

#### **1. Education Requirements**

Candidates must successfully complete an education program that is accredited by an ARRT-recognized accrediting agency, such as the Joint Review Committee on Education in Radiologic Technology (JRCERT) and must be awarded an associate degree or higher.

## **2. Clinical Competency Requirements**

Candidates must demonstrate competency in a variety of clinical procedures as defined by ARRT. These competencies are completed and verified during the course of the educational program and are required for eligibility for certification.

## **3. Ethics Requirements**

Students seeking ARRT certification must meet all ARRT eligibility requirements, including compliance with the ARRT Standards of Ethics. Applicants are responsible for reporting criminal, regulatory, and disciplinary matters as required by ARRT. Such matters may be subject to review by ARRT and could affect eligibility for certification and registration.

Graduates of this program who meet all academic and clinical requirements, and who satisfy ARRT ethics and degree requirements, will be eligible to apply for the ARRT certification examination in Radiography.

## **13.6 KY State Licensure Requirements (KBMIRT)**

Graduates seeking to practice radiography in the Commonwealth of Kentucky must obtain a license through the Kentucky Board of Medical Imaging and Radiation Therapy (KBMIRT). State licensure is required for any individual who operates radiation-emitting equipment in a medical setting.

To be eligible for a Kentucky radiography license, applicants must:

- Successfully complete an accredited educational program in radiography
- Pass the American Registry of Radiologic Technologists (ARRT) certification examination
- Maintain current active certification and registration with ARRT
- Submit a completed application to KBMIRT, including required fees and documentation
- Complete a criminal background check as part of the application process

Graduates who have completed an accredited program but have not yet taken or passed the ARRT examination may be eligible to apply for a temporary license, which allows limited practice while awaiting certification results.

Full licensure is granted upon verification of ARRT certification and compliance with all KBMIRT requirements. Licensure must be maintained in accordance with state regulations, including renewal and continuing education requirements.

### 13.7 Course Audit

1. Students may seek permission to audit a course to refresh their knowledge of the course content.
2. Students must be presently enrolled at Spalding University in order to audit or attend Radiologic Technology courses.
3. To audit a class, a student is responsible for any University associated tuition.
4. When auditing, students will participate in class and lab; however, students will not be able to participate in any off campus clinical opportunities.
5. Students will not receive a final grade for any coursework completed during auditing of a course. However, students are expected to complete all didactic course work as if receiving a grade. Students may also have to complete an independent study course congruent with the audited course for a grade demonstrating mastery of content.
6. It is not possible to audit online courses.

### 13.8 Program Progression and Readmission

Students must follow the prescribed sequence of the Radiography curriculum and earn a grade of C or higher in all Radiography courses, including Clinical Practicum courses, to progress in the program. Students must also demonstrate required clinical competencies and comply with all academic and professional standards.

Students who withdraw from or are unsuccessful in a Radiography course are considered out of sequence and may continue or reenter the program only on a space-available basis. A student may repeat only one Radiography course. Students requesting a leave of absence or readmission must meet with the Program Director and follow program procedures. Readmission is not guaranteed and is subject to review of the student's academic record, reason for departure, time away from the program, and available program capacity.

Students are responsible for reviewing the full Progression and Readmission Policy for complete requirements, procedures, and eligibility criteria.

### 14.0 Program Dismissal

Radiologic Technology Program students may be dismissed from the program for any of the following reasons:

1. A third grade of "D" or less in any radiologic course.
2. A grade of "D" or less for a class that is repeated.
3. Students may only Withdrawal from 1 course. A combination of a withdrawal and 2 failed courses will result in program dismissal.

- Students who withdraw, or are unsuccessful, in a Radiologic Technology course are considered to be out of sequence. Continuation in the program is on a space available basis only.
- 4. Failure to meet the Code of Academic and Clinical Conduct standards.
- 5. Failure to meet financial obligations.
- 6. Any actions that also lead to dismissal from the University.

## 15.0 Appeal Process

Radiologic technology students are responsible for reviewing and abiding by academic policies and procedures.

Students may appeal an academic decision if:

- They believe that an academic judgement was unfair
- They believe that the academic policies were not followed or were applied Incorrectly

## 16.0 Grievance Procedure

A grievance is a complaint about a problem, action, treatment, condition, or circumstance that a student believes is unfair, inappropriate, or inconsistent with program or institutional policies.

Examples:

- Conflict with a faculty member or clinical instructor
- Concerns about discrimination or harassment
- Unfair treatment in the clinical setting
- Concerns about program policies or procedures
- Alleged violations of JRCERT Standards

The purpose of a grievance procedure is to provide a process for resolving complaints.

### **Student Grievance Procedure**

Any student enrolled in the Spalding University Radiologic Technology Program may file a grievance in accordance with this policy as a means of presenting a complaint and seeking resolution.

#### **Step One**

1. The student should first attempt to resolve the issue directly with the individual(s) involved. In most cases, concerns can be resolved satisfactorily through open communication among all parties.

#### **Step Two**



1. If the issue is not resolved, the student must submit a written grievance to the Program Director within three (3) business days of the action or incident giving rise to the complaint.
2. A meeting will be scheduled between the student and the Program Director to discuss the grievance. A written decision will be provided following the meeting.

### **Step Three**

1. If the student believes the decision is unjust, or if the grievance involves the Program Director, the student may submit a written appeal within three (3) business days to the Dean of the College of Health and Natural Sciences (or the appropriate academic administrator designated by Spalding University).
2. A meeting will be scheduled to review the grievance, and a written decision will be provided following the meeting.

### **Step Four**

1. If the student remains dissatisfied with the outcome of Steps One through Three, the student may pursue the University's formal grievance process by submitting a written request for review through the appropriate Spalding University student grievance or academic appeals procedures.
2. The designated University representative(s) or committee will review the grievance, meet with the involved parties as appropriate, and consider all relevant information.
3. The review will be conducted in accordance with applicable Spalding University policies, procedures, and student handbook provisions.
4. A final written decision will be provided to all parties involved. This decision will constitute the University's final resolution of the grievance.

### **JRCERT-Related Complaints**

Students should follow the grievance procedure outlined above to address concerns related to the Radiologic Technology Program. If a student believes the program is not in compliance with JRCERT Standards, and the concern cannot be resolved through established institutional procedures, the student may contact the Joint Review Committee on Education in Radiologic Technology (JRCERT) using the complaint process outlined on the JRCERT website.

<https://www.jrcert.org/accreditation-for-students/allegations/>

## 17.0 Professional Organizations and Honors

### 17.1 Class Representatives

The Radiologic Technology Program supports student engagement and open communication through the use of class representatives. Class representatives serve as an effective mechanism for promoting student involvement and facilitating ongoing program evaluation and improvement, which are consistent with JRCERT accreditation standards.

#### **Role and Responsibilities**

Class representatives are selected by their cohort and serve as a liaison between students and program faculty. Responsibilities include:

- Communicating student questions, concerns, and feedback to program faculty in a professional manner
- Sharing program updates, announcements, and clarifications with classmates
- Participating in scheduled meetings with program officials, as applicable
- Assisting in identifying trends or issues related to didactic or clinical education
- Encouraging constructive and respectful communication among peers

Class representatives are expected to maintain confidentiality when appropriate and demonstrate professionalism consistent with program and clinical expectations.

#### **Benefits to Students and the Program**

The class representative system provides multiple benefits, including:

- Promoting timely and organized communication between students and faculty
- Supporting student input in program assessment and continuous improvement efforts, consistent with accreditation expectations
- Encouraging development of leadership, communication, and professional skills
- Assisting the program in preparing for accreditation reviews, including site visits where student feedback is an important component
- Enhancing transparency and collaboration within the learning environment

#### **Program Commitment**

The program is committed to maintaining an environment in which student perspectives are valued and considered. Feedback provided through class representatives will be reviewed by program leadership and incorporated into program evaluation processes when appropriate.

See policy in Section II.

## 17.2 Student Associations

1. American Society of Radiologic Technology ([Student Membership - American Society of Radiologic Technologists \(ASRT\)](#))
2. Kentucky Society of Radiologic Technologists ([KSRT, Inc. - Join us](#))
3. Lambda Nu (<https://lambdanu.org/>)
4. HOSA (future health professionals) ([HOSA – Future Health Professionals](#))

## 17.3 Professional Conferences and Clinical Time

On occasion, for professional Radiologic Technology development, the faculty may schedule an alternative clinical learning opportunity for students to attend. At the discretion of the clinical director, one day of professional activity may be counted toward clinical time if the professional activity coincides with the student's regularly scheduled clinical day. Time may be spent attending professional conferences such as KSRT, HOSA.

Approval for attendance must be given by Program Director prior to the event. If approved, attendance is an excused absence from class and/or clinical. Validation of attendance must be submitted to the course instructor upon return.

## 18.0 Substance Abuse Policy

Spalding University Radiologic Technology Programs Substance Screening Policy was designed to meet contractual requirements established by clinical facilities used by the Radiologic Technology Program for clinical placements for undergraduate students. Students are expected to report to class and clinical agencies in the appropriate mental and physical condition conducive to learning and the provision of safe patient care.

In order to uphold the highest standards of the radiology profession, the Radiology Program has adopted a substance-free environment. As a condition of admission and progression within the radiology program, each student will be required to submit to substance testing prior to the start of the program.

Clinical facility policies universally require that radiology education programs using their clinical facilities develop and implement a substance testing policy to meet the requirements of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), which mandated the need for such a policy.



This policy applies to all students, faculty, and clinical instructors who have any current or potential future role in those clinical facilities. The need for substance testing policies in health care facilities and health profession education programs was grounded in evidence on the prevalence of chemical substance abuse and chemical dependency in health care providers.

The radiologic technology program and the program's clinical contracted facilities are committed to protecting the public. Integral to that sense of commitment is the establishment of procedures that include identifying a student who may be chemically dependent and suspending their ability to participate in patient care as a representative of the radiology program. Spalding University has a policy regarding drug use in the general student population, which is found in the University Student Handbook. In addition, the Radiology Program policy is particular to students within the Radiologic Technology Program.

1. Students who test positive for controlled substances at any point in time and have not sought an exception, will be dismissed from the program.
2. Students who test positive for illegal substances will be immediately dismissed from the program.
3. A student that refuses to submit to a substance screen will be dismissed from the program.

Students accepted to the Radiologic Technology program may be subject to additional substance screening requirements based on clinical agency policy.

Students seeking an exception to the substance free policy must meet with an Academic Success Coach PRIOR to the use of any scheduled medication and should seek assistance if their regular health care provider is not licensed in Kentucky or one of the immediately adjacent states.

## 19.0 Family Education Rights and Privacy Act (FERPA)

The educational records of students are protected by the provisions of the Family Educational Rights and Privacy Act (FERPA). Annually, Spalding University informs students

of the Family Educational Rights and Privacy Act of 1974, with which Spalding University is in

full compliance. This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The policy and procedures used by Spalding University for compliance with the provisions of the Act are explained in detail in the University



Catalog. A copy of this manual may be examined in the Office of the Registrar, where any questions concerning the Act should also be referred.

FERPA permits the public release of what is termed directory information. For Spalding University's purposes, this information includes the following: the student's name, Spalding ID number, all addresses (including email), telephone number, photograph, date and place of birth, declared academic program (majors, minors, etc.), dates of attendance, full-time or part-time status, class standing (freshman, sophomore, junior, senior, graduate), degrees and dates conferred, awards and honors (including Dean's List), past and present participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent previous educational agency or institution attended by the student. A request for nondisclosure of the directory information must be filed with the Office of the Registrar (located on the 3rd Floor of the Egan Leadership Center) and will be honored by the institution for only one academic year, whether or not the student is currently registered. Upon the death of a student, all privacy holds are removed. After a student has observed Spalding University's procedures for challenging the record, the student has the right to file a complaint with the FERPA Office of alleged failures of Spalding University to comply with the Act.

## Section II-Program Policies





## **Academic Integrity Policy Statement**

### **Policy #001**

The Radiologic Technology Program is committed to upholding the highest standards of academic and professional conduct in accordance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards, institutional policies, and the ethical expectations of the healthcare profession.

Consistent with JRCERT requirements that programs promote integrity, accountability, and professional values, students are expected to demonstrate honesty, ethical behavior, and responsibility in all academic and clinical environments. These expectations reflect the professional standards required of radiologic technologists and align with institutional codes of student conduct.

Academic integrity is essential to the educational process and requires that all work submitted by students is their own and completed in accordance with faculty instructions. Students must engage in respectful communication, uphold principles of intellectual honesty, and maintain trust within the learning environment.

The program fosters a culture of mutual respect, civility, and professional behavior between faculty and students to support effective learning and safe patient care. Students are expected to demonstrate behaviors consistent with the ARRT Code of Ethics and professional practice standards.

Students are accountable for adhering to all policies, rules, expectations, and guidelines outlined in this Handbook and the institution's academic integrity policy. Violations may result in disciplinary action consistent with program, institutional, and, when applicable, accreditation standards.

### **Examples of Academic Integrity Violations**

In alignment with JRCERT expectations for ethical conduct and institutional academic integrity policies, violations include, but are not limited to:

- Cheating: Using or attempting to use unauthorized materials, information, or assistance during examinations, quizzes, or assignments.
- Plagiarism: Representing the words, ideas, or work of another as one's own without proper citation or acknowledgment.
- Fabrication or Falsification: Creating, altering, or misrepresenting academic, clinical, or patient-related information, including competencies, clinical logs, or documentation.



- Unauthorized Collaboration: Engaging in collaborative work on assignments or assessments intended to be completed individually.
- Facilitating Academic Dishonesty: Assisting another individual in committing an academic violation, including sharing assignments, test materials, or answers.
- Misuse of Technology: Using electronic devices or digital platforms in violation of course or testing policies, including unauthorized recording, distribution, or access to secure materials.
- Clinical Integrity Violations: Failing to accurately document clinical procedures, competencies, or patient interactions; violating confidentiality; or engaging in dishonest or unethical behavior in the clinical setting. Such actions may also violate HIPAA and professional ethical standards.
- Multiple or Duplicate Submissions: Submitting the same or substantially similar work for credit in more than one course without prior faculty approval.

### **Enforcement and Compliance**

All academic integrity violations will be addressed in accordance with:

- Program policies and procedures
- Institutional student conduct and academic integrity policies
- JRCERT Standards related to student professionalism and ethical conduct

Sanctions may include, but are not limited to, assignment failure, course failure, probation, suspension, or dismissal from the program, depending on the severity and frequency of the violation.

Students are responsible for seeking clarification from faculty or program officials if they are uncertain about expectations or whether specific actions may constitute a violation.



## **ACLS/BLS Certification Policy Statement**

### **Policy #002**

The Radiologic Technology Program is committed to ensuring that all students are prepared to respond appropriately in emergency situations involving patient care. In accordance with standards established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), American Society of Radiologic Technologists (ASRT), and institutional clinical affiliate requirements, all students must maintain current Advanced Cardiovascular Life Support (ACLS) OR Basic Life Support (BLS) certification throughout participation in clinical education.

Because radiologic technology students provide direct patient care in hospital and outpatient clinical environments, the ability to recognize and respond to medical emergencies is essential for patient safety and professional readiness.

#### **REQUIREMENT FOR CERTIFICATION**

All students must obtain and maintain current ACLS or BLS certification for Healthcare Providers prior to the start of clinical education and throughout all clinical assignments through program completion.

Acceptable certification must include:

- Adult CPR
- Child CPR
- Infant CPR
- Automated External Defibrillator (AED) training
- Relief of choking for all age groups
- Basic emergency response procedures in healthcare settings

Certification must be completed through an approved provider such as:

- American Heart Association (AHA) – Basic Life Support (BLS) for Healthcare Providers
- American Red Cross – BLS for Healthcare Providers
- Other institutionally approved equivalent certification provider

Online-only certifications that do not include hands-on skills demonstration may not be accepted unless specifically approved by the Program Director and clinical affiliates.

#### **DOCUMENTATION REQUIREMENTS**

Students must submit proof of current ACLS or BLS certification prior to clinical placement and are responsible for maintaining certification without lapse during enrollment in the program.

Documentation must include:

- Student name



- Certification provider
- Certification type
- Issue date
- Expiration date

Students must provide updated documentation upon renewal.

### **FAILURE TO MAINTAIN CERTIFICATION**

Students who fail to obtain or maintain current ACLS or BLS certification will not be permitted to participate in clinical education until valid certification is provided. Missed clinical time resulting from expired certification may be subject to make-up requirements and may delay clinical progression or program completion. Repeated failure to maintain certification may result in disciplinary action.

### **CLINICAL EXPECTATIONS**

Students are expected to:

- Respond appropriately during medical emergencies within the limits of student scope of practice
- Follow facility emergency response procedures
- Immediately notify supervising technologists, nurses, physicians, or emergency personnel when a patient emergency occurs
- Participate in emergency response under direct supervision when appropriate

Students may not function independently as licensed healthcare providers but must demonstrate readiness to support safe patient care during emergencies.

This policy supports ASRT Practice Standards, which require medical imaging professionals to maintain competency in patient care and emergency response while protecting patient welfare.

JRCERT Standards require programs to ensure students are prepared for safe clinical practice and competent patient care.

ARRT professional expectations require radiologic technology students and technologists to uphold patient safety and maintain professional competence in all clinical settings.



## **ALARA (As Low as Reasonably Achievable) Policy Statement**

Policy #003

The Radiologic Technology Program is committed to maintaining radiation exposure to patients, students, faculty, staff, and the public As Low As Reasonably Achievable (ALARA) while achieving the necessary diagnostic quality for patient care.

In accordance with standards established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), and American Society of Radiologic Technologists (ASRT), all students and clinical personnel must consistently apply radiation protection principles during all laboratory and clinical procedures.

ALARA requires minimizing unnecessary radiation exposure through the three fundamental principles of radiation protection:

1. Time – Minimize the amount of time spent exposed to radiation sources.
2. Distance – Maximize distance from the radiation source whenever possible.
3. Shielding – Utilize appropriate protective barriers and shielding devices, including lead aprons, thyroid shields, lead gloves, and protective barriers.

### **Students must:**

- Wear assigned personnel monitoring devices (dosimeters) during all energized laboratory and clinical assignments.
- Practice proper collimation and shielding techniques
- Use appropriate exposure factors to avoid repeat imaging
- Perform all repeat radiographs under direct supervision
- Adhere to direct and indirect supervision requirements established by JRCERT.
- Immediately report any radiation safety concerns, abnormal dosimeter readings, or unsafe practices to the Clinical director and supervising technologist

Personnel monitoring reports will be reviewed regularly by program leadership. Any abnormal exposure levels will be investigated promptly, and corrective action will be implemented as necessary.

Students are prohibited from holding patients or image receptors during exposures except in emergency situations where no other safe alternative exists and only under direct supervision.

Failure to comply with ALARA principles and radiation safety policies may result in disciplinary action and may affect the student's clinical standing in the program.

This policy supports the professional standards outlined by ASRT Practice Standards, which require radiologic professionals to provide safe and accurate procedures



while maintaining the highest regard for patient care and radiation protection. ASRT further states that medical imaging professionals must be educationally prepared and clinically competent as a prerequisite to professional practice.

JRCERT Standards require programs to maintain health and safety policies that support radiation protection, supervision, and safe clinical education environments.

ARRT Standards of Ethics and certification expectations require radiologic technologists to uphold professional conduct and patient safety standards, including adherence to radiation protection principles.

The ALARA principle is universally recognized as the guiding principle of radiation safety, emphasizing that radiation exposure should be avoided when there is no direct benefit and minimized using time, distance, and shielding.

## References

1. Joint Review Committee on Education in Radiologic Technology (JRCERT)  
<https://www.jrcert.org/>
2. JRCERT Radiography Standards  
<https://www.jrcert.org/programs-faculty/jrcert-standards/>
3. American Registry of Radiologic Technologists (ARRT) – Ethics Requirements  
<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>
4. American Society of Radiologic Technologists (ASRT) – Practice Standards  
<https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards-online>
5. Centers for Disease Control and Prevention (CDC) – ALARA Radiation Safety  
<https://www.cdc.gov/radiation-health/safety/alara.html>



# **Bloodborne Pathogen Exposure Policy Statement**

Policy #004

The Radiologic Technology Program is committed to maintaining a safe educational and clinical environment for students, patients, faculty, staff, and clinical affiliates by minimizing the risk of exposure to bloodborne pathogens and other infectious materials. In accordance with standards established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), American Society of Radiologic Technologists (ASRT), Occupational Safety and Health Administration (OSHA), Centers for Disease Control and Prevention (CDC), and applicable state and federal regulations, all students must follow established infection control and exposure prevention procedures during laboratory and clinical education.

Bloodborne pathogens are microorganisms present in human blood or other potentially infectious materials (OPIM) that can cause disease in humans. Examples include, but are not limited to:

- Hepatitis B Virus (HBV)
- Hepatitis C Virus (HCV)
- Human Immunodeficiency Virus (HIV)

Students participating in patient care activities may encounter situations involving blood or body fluid exposure and must follow standard precautions at all times.

## **STANDARD PRECAUTIONS**

All students are required to use standard precautions during all patient interactions and clinical procedures.

Students must:

- Treat all blood and body fluids as potentially infectious
- Perform appropriate hand hygiene before and after patient contact
- Wear required personal protective equipment (PPE)
- Follow facility infection control procedures
- Properly dispose of contaminated materials in designated containers
- Report all exposure incidents immediately

Required PPE may include:

- Gloves
- Masks
- Eye protection
- Face shields
- Gowns or protective apparel

## **EXPOSURE INCIDENTS**

An exposure incident includes, but is not limited to:

- Needle stick injuries
- Cuts or punctures from contaminated sharps
- Blood or body fluid contact with broken skin
- Blood or body fluid contact with eyes, nose, or mouth
- Exposure to contaminated equipment or surfaces

## **IMMEDIATE RESPONSE PROCEDURES**

In the event of a bloodborne pathogen exposure, the student must:

1. Immediately stop the activity or procedure if safe to do so
2. Wash affected skin thoroughly with soap and water
3. Flush eyes, nose, or mouth with water if exposure occurs to mucous membranes
4. Notify the supervising technologist, clinical instructor, or faculty member immediately
5. Follow the clinical site's exposure control procedures
6. Seek medical evaluation according to facility protocol
7. Complete required incident reporting documentation

Students must report all exposure incidents immediately regardless of perceived severity.

## **MEDICAL EVALUATION AND FOLLOW-UP**

Following an exposure incident, students may be referred for:

- Medical evaluation
- Exposure risk assessment
- Laboratory testing
- Post-exposure prophylaxis (PEP) if indicated
- Follow-up monitoring and counseling

The clinical site and educational program will coordinate reporting and follow-up procedures as required by institutional policy and applicable regulations.

## **HEPATITIS B VACCINATION**

Students are strongly encouraged to obtain the Hepatitis B vaccination series prior to participation in clinical education.

Documentation of vaccination status or signed declination may be required according to institutional and clinical affiliate requirements.

## **STUDENT RESPONSIBILITIES**

Students are expected to:

- Maintain compliance with infection control policies
- Use PPE appropriately
- Practice safe patient care techniques
- Follow sharps safety procedures
- Report unsafe conditions immediately
- Participate in required safety education and training

Students may not:

- Recap contaminated needles unless specifically instructed by facility protocol
- Handle sharps carelessly or outside approved procedures
- Ignore exposure incidents or delay reporting

## **CONFIDENTIALITY**

All exposure incidents and related medical information will be handled confidentially in accordance with institutional policy, HIPAA regulations, and applicable privacy laws.

## **DISCIPLINARY ACTION**

Failure to comply with bloodborne pathogen safety procedures, infection control requirements, or exposure reporting policies may result in disciplinary action and may affect the student's clinical standing in the program.

This policy supports ASRT Practice Standards, which require medical imaging professionals to maintain safe patient care environments and adhere to infection control and safety practices.

JRCERT Standards require programs to maintain health and safety policies that protect students and patients in clinical education settings.

ARRT Standards of Ethics require radiologic technology students and professionals to uphold patient safety, professional conduct, and competent clinical practice.

## **References**

1. Joint Review Committee on Education in Radiologic Technology (JRCERT)  
<https://www.jrcert.org/>
2. JRCERT Radiography Standards  
<https://www.jrcert.org/programs-faculty/jrcert-standards/>
3. American Registry of Radiologic Technologists (ARRT) – Ethics Requirements  
<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics->

[requirements](#)

4. American Society of Radiologic Technologists (ASRT) – Practice Standards  
<https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards-online>
5. Occupational Safety and Health Administration (OSHA) – Bloodborne Pathogens Standard  
<https://www.osha.gov/bloodborne-pathogens>
6. Centers for Disease Control and Prevention (CDC) – Bloodborne Infectious Diseases  
<https://www.cdc.gov/niosh/topics/bbp/default.html>



## Clinical CastleBranch Policy

Policy #005

### Scope

Spalding University Radiologic Technology Program, faculty, and staff.

### Policy Statement

All clinical radiologic technology students must use CastleBranch to document and track their clinical compliance as well as pre-clinical screenings/clinical schedules.

### Reason for Policy

To ensure compliance with radiologic technology program and clinical partner facility requirements for safe patient care in the clinical setting. Health and integrity are of the utmost importance among students charged with radiography professional care.

### Procedures

| Responsible Party                                                             | Action                                                                                                                                                                                                                                                                           | Comments                                                                                                                                                                |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Radiologic Technology Administration/<br>Clinical director/<br>Faculty/ Staff | Provide students with information on the CastleBranch Policy at program admission and orientation.<br><br>Note: Any changes to requirements will be communicated to students in writing by the Clinical director.                                                                | Clinical partner changes in practice, accreditation requirement changes, or regional health emergencies may necessitate immediate updates to CastleBranch requirements. |
| Radiologic Technology Program<br>Director/Clinical director/Faculty/Staff     | Provide students with information on how to purchase CastleBranch health tracker/ CastleBranch clinical scheduling component upon admission and during program orientation.                                                                                                      |                                                                                                                                                                         |
| Student                                                                       | Responsible for, and assume financial responsibility for, the annual purchase of CastleBranch health tracker/ CastleBranch clinical scheduling component.<br><br>Once purchased, students are required to upload all required clinical compliance documentation to CastleBranch. |                                                                                                                                                                         |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                     |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student                                                       | Complete all radiologic technology program and facility specific onboarding requirements by the due dates given during orientation.                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>NOTE:</b> Students who do not complete requirements will be notified via email by the Clinical director or Clinical Instructor that they are not eligible to begin any clinical. |
| Clinical director/<br>Faculty/Clinical<br>Instructors         | Review CastleBranch completion for radiologic technology students prior to the start of the clinical day. Students that are not compliant will be sent home from the clinical site and receive counseling on professionalism and program expectations.                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                     |
| Student                                                       | Students sent home for noncompliance will face consequences as outlined in Student Professionalism Policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                     |
| Radiologic Technology<br>Administration/<br>Clinical Director | <p>Track students' clinical documentation compliance and pre-clinical screenings in CastleBranch.</p> <p>Does not allow the student to participate in course, clinical, or lab activities if the student does not adhere to all clinical compliance requirements.</p> <p>Notifies the student immediately (verbal or via email) of noncompliance and the inability to continue in course and clinical experiences. Radiologic Technology program students will be notified of the accumulation of professionalism points in accordance with Student Professionalism Policy.</p> |                                                                                                                                                                                     |



## **Clinical Attendance Policy**

### **Policy #006**

#### **Clinical Attendance**

Clinical education is both an academic requirement and a professional responsibility. Students are expected to attend all scheduled clinical experiences regularly, punctually, and prepared to participate. Failure to do so may jeopardize a student's progression in the program.

Clinical attendance is mandatory. Absences are categorized as Clinical Time Off (CTO), Make-Up Time, or Unauthorized Absence based on the circumstances and requirements outlined in this policy. Clinical attendance is required for students to meet course objectives, complete required clinical participation hours, and demonstrate required clinical competencies. Failure to comply with attendance policies may inhibit a student's ability to matriculate into the next course or continue in the program.

#### **Clinical Time Off (CTO)**

Students are allowed twenty-four (24) hours of missed clinical time for the entirety of the program that are not required to be made up. Clinical Time-Off Hours may be used for any reason at the student's discretion and do not require make-up.

Planned Clinical Time Off must be requested through Trajecsyst at least forty-eight (48) hours in advance and approved by the Clinical Director or designated faculty. The student must notify the clinical setting of the specific Clinical Time Off requested. Failure to provide required notification may result in a no-call/no-show and a one-letter-grade reduction in the associated clinical course, regardless of the student's remaining CTO balance.

For unscheduled absences due to illness, car trouble, or other unforeseen circumstances, the student must notify the Director of Clinical Education and the clinical site as soon as possible and follow the notification requirements outlined in this policy.

Clinical Time-Off and make-up hours may be used in thirty-minute increments rather than requiring the student to miss an entire clinical day. All vacations should be planned during scheduled school breaks.

#### **Clinical Make-up Time**

Students may elect to make up missed clinical time rather than use available Clinical Time Off (CTO) hours. Students are not required to exhaust their twenty-four (24) CTO hours before requesting to make up missed clinical time. This option allows students to preserve available CTO hours for future planned or unforeseen absences.

Students may make up a maximum of twenty-four (24) hours of regular missed clinical time for the



entirety of the program. This twenty-four (24)-hour make-up limit is a program-wide maximum and does not renew each session, semester, or clinical course.

The student must indicate whether the missed clinical time will be deducted from the student's available CTO balance or made up in accordance with this policy. Once a student elects to use CTO or make up the missed time, the designation may not be changed without approval from the Director of Clinical Education.

Students may not complete more than ten (10) clinical hours in a single day or forty (40) clinical hours in a seven-day period, including make-up hours.

Make-up dates are at the discretion of the clinical site and may be scheduled outside of the student's regularly scheduled clinical hours. All make-up time must be arranged through the Director of Clinical Education. The availability of make-up clinical time is dependent upon clinical site availability, staffing, student-to-technologist ratios, patient volume, and other operational considerations. The program cannot guarantee that make-up opportunities will be available.

When possible, make-up time must be completed during the rotation in which the absence occurred. Failure to complete required make-up time may affect the student's ability to successfully complete the clinical course or progress in the program.

#### **Minimum Participation in an Assigned Rotation**

The use of CTO does not eliminate the requirement for appropriate attendance, notification, and participation. Students may not routinely use partial-hour increments to create a pattern of tardiness, early departure, or unreliable attendance.

If a student is absent for more than fifty percent (50%) of the scheduled clinical hours within an assigned rotation, the student may be unable to demonstrate sufficient clinical participation and competency for evaluation. In such cases, the student may be unable to successfully complete the clinical requirements for that rotation, will receive a failing grade for that portion of the clinical course, and will be required to repeat the rotation or associated clinical requirements as determined by the Program Director.

#### **Tardiness**

Students must arrive at the clinical site on time, clock in as required, and be present in the assigned area ready to begin clinical responsibilities at the scheduled start time.

If a student expects to arrive later than the scheduled start time, the student must notify the Clinical Director and the scheduled clinical setting as soon as possible.

Tardiness is defined as not being present, clocked in, and ready to begin clinical responsibilities by seven (7) minutes after the scheduled start time. For example, a student scheduled to begin at 8:00



a.m. is considered tardy at 8:08 a.m.

If a student forgets to clock in or out, the student must document the missed punch using the Time Exception function in Trajecsyst. Students may use the Time Exception function one (1) time per 8-week session. Any additional Time Exception within that session will be recorded as a tardy.

### **Excessive Tardiness**

Tardiness will be addressed progressively as follows:

- First instance: Documented warning.
- Second instance: Five percent (5%) reduction in the final clinical course grade.
- Third instance: Seven percent (7%) reduction in the final clinical course grade.
- Fourth instance: One-letter-grade reduction in the final clinical course grade and a meeting with the Director of Clinical Education.
- Continued tardiness: May result in additional disciplinary action, including removal from the clinical rotation, in accordance with program and university policies.

### **Sick Days**

Sick days are considered part of the twenty-four (24) CTO hours allowed for the entirety of the program.

In the event of illness resulting in a clinical absence, the student must notify the Clinical Director and the assigned clinical site at least one (1) hour prior to the scheduled clinical start time whenever reasonably possible. If circumstances prevent one-hour advance notification, the student must notify the appropriate individuals as soon as possible.

A Clinical Time-Off Form must be submitted through Trajecsyst within one (1) week of the first date of absence for documentation purposes. Failure to submit the required form within the stated timeframe may result in the absence being treated as a no-call/no-show and may result in a one-letter-grade reduction and/or additional disciplinary action.

### **Leaving Early**

Students are expected to adhere to their scheduled clinical rotation hours at each facility. Students who leave the clinical site early without authorization from the Director of Clinical Education will have the missed time deducted from their available CTO hours. If insufficient CTO hours remain, the missed time will be subject to the make-up requirements outlined in this policy.

Unauthorized early departure may also result in disciplinary action or a clinical grade reduction.

If a student is sent home by the clinical site due to student-to-technologist ratios, operational needs, low patient volume, or other circumstances unrelated to student performance, the missed time will not be deducted from the student's CTO balance but may be required to be made up.

The student is responsible for communicating any such early departure or site-directed dismissal to



the Clinical Director within one (1) hour of leaving the clinical site.

### **No-Call/No-Show**

Failure to notify both the Clinical Director and the clinical site according to the required notification procedure will be considered a no-call/no-show, regardless of the student's available CTO hours.

A no-call/no-show will result in a one-letter-grade reduction in the associated clinical course and/or additional disciplinary action. Use of available CTO hours does not excuse failure to follow required clinical notification procedures.

### **Bereavement Leave**

Students may be granted up to two (2) scheduled clinical days of bereavement leave per occurrence for the funeral or burial rites of a parent, stepparent, child, stepchild, brother, stepbrother, sister, stepsister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild. Appropriate documentation will be required.

Bereavement leave is separate from the student's twenty-four (24) hours of Clinical Time Off (CTO) and the twenty-four (24)-hour limit for regular clinical make-up time. Bereavement leave will not be deducted from the student's available CTO hours or regular make-up hours.

Students are not required to make up clinical time missed as a result of approved bereavement leave. However, if missing hours due to bereavement significantly affects overall clinical time, hours will need to be made up. Bereavement make-up hours will not count toward the student's twenty-four (24)-hour maximum for regular clinical make-up time.

A student who elects to make up bereavement time must notify the Director of Clinical Education and follow the program's clinical make-up procedures. Make-up opportunities are subject to clinical site availability, staffing, student-to-technologist ratios, patient volume, and other operational considerations. The program cannot guarantee that make-up opportunities will be available.

Students remain responsible for completing all required clinical competencies, evaluations, rotations, and program requirements.

### **Other Clinical Schedule Changes**

Students are not permitted to switch clinical rotations with another student without prior approval from the Director of Clinical Education.

If an extenuating circumstance arises that requires a change to the student's clinical schedule, the student must receive approval from the Director of Clinical Education before making any changes.

Students are not permitted to leave one clinical facility and enter another clinical facility during scheduled clinical hours, nor are students permitted to leave a clinical facility and return later without



authorization from the Director of Clinical Education.

These requirements apply regardless of instructions or permissions provided by individual healthcare facilities, clinical preceptors, technologists, or managers. Program authorization is required for changes to the student's assigned clinical schedule.

### Program Completion Requirements

Use of all available CTO and make-up hours does not guarantee that a student will meet course, clinical, competency, evaluation, or program completion requirements.

Students remain responsible for completing all required clinical experiences, competencies, evaluations, rotations, and clinical hours necessary for successful completion of the program. The availability or use of CTO and make-up hours does not alter any academic, clinical, accreditation, or graduation requirements.

### Clinical Attendance Hours at a Glance

| Category                | Program Limit / Requirement                                                                                                                                                             |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clinical Time Off (CTO) | 24 hours for the entirety of the program; no make-up required when properly reported.                                                                                                   |
| Additional Make-Up Time | Maximum 24 additional hours for the entirety of the program; make-up is not guaranteed.                                                                                                 |
| Clinical Hours          | Maximum 10 clinical hours in one day and 40 clinical hours in a seven-day period, including make-up.                                                                                    |
| Partial-Time Use        | CTO and make-up time may be used in 30-minute increments.                                                                                                                               |
| Rotation Participation  | More than 50% absence from scheduled clinical hours in an assigned rotation may prevent successful evaluation of that rotation.                                                         |
| No-Call, No-Show        | Failure to report absence in accordance to this policy will result in a reduction of one letter grade in the associated clinical course and/or disciplinary action.                     |
| Bereavement             | Up to 24 hours may be used without penalty or need to make up hours. If bereavement in combination with other missed hours causes excessive time missed, hours will need to be made up. |
| No-call, No-show        |                                                                                                                                                                                         |



## Clinical Medical Emergency Policy

Policy # 007

### Scope

Spalding University Radiologic Technology Program, faculty, and staff.

### Policy Statement

Definition: An incident may be an accident, injury, occurrence, or illness that creates a reportable situation for the facility, clinical faculty, staff, and/or student. Incidents may occur in clinical facilities/placements or during any learning experience or environment. In order to provide an accurate record of incidents, affiliating facilities have established policies and procedures which direct actions to be taken following the occurrence of reportable incidents.

Students in off campus learning environments must complete the Spalding University Radiologic Program Incident Report Form as well as any incident reports required by the affiliating facility.

### Reason for Policy

Students must comply with both affiliating facility and radiologic technology program procedures for reporting incidents. This is both a safety and quality assurance process for both facilities.

### Procedures

| Responsible Party | Action                                                                                                                                                                                                                                                                                                                                                                        | Comments |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                   | 1. In the event of an accident, injury, incident, illness, or other occurrence that disrupts the learning environment involving a radiologic technology program student, performing in the role of a radiography student under the supervision of a radiologic technology faculty of the Spalding University radiologic technology program, the following are to be observed: |          |

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Student                                                   | <ul style="list-style-type: none"> <li>a. is responsible for notifying the faculty of the incident immediately following its occurrence.</li> <li>b. is responsible for notifying the tech in charge of the respective unit for incidents involving blood borne pathogens. Clinical facility policy and procedure is to be followed, including the initiation of a facility incident's report.</li> <li>c. if indicated by the incident, the student is to be examined by an appropriate professional and a determination made regarding further intervention or treatment.</li> <li>d. Refusal on the part of the student to be examined, if appropriate, is to be noted in the written record. In this case, the student is required to sign a waiver which relieves the faculty, Spalding University, Spalding University Radiologic Technology Program, and the affiliating facility from any consequences following a refusal to seek an evaluation or treatment.</li> </ul> |                                                                                                |
| Student or Appropriate affiliating faculty representative | Completes the Incident Form/Incident Witness Form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | If the student is unable to complete the form, the faculty of record should complete the form. |
| <b>NOTE</b>                                               | <b>Neither Spalding University nor the affiliating facility is responsible for the costs for treatment as a result of an accident, incident, injury, or illness. The Spalding University Radiologic Technology Program requires that all students carry health insurance.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                |
| Course Faculty                                            | Addresses with the student any incidents involving student behaviors as soon as possible or appropriate after the faculty become aware of the incident and require completion of the Incident Form/Incident                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                        | <p>Witness Form.</p> <p>Complies with all policies and procedures of the affiliating facility.</p> <p>Makes an oral report to the Program Director of the Radiologic Technology Program before leaving the clinical unit on the day of the incident.</p> <p>Completes written report using the designated form and any additional documentation and submits to the Radiologic Technology Program Director within twenty-four hours of the occurrence of the incident.</p> |  |
| Radiologic Technology Program Director | <p>Notifies the undergraduate or graduate dean and other university personnel as appropriate i.e., the Provost and the Dean of Students or safety officer in order to determine the next steps.</p>                                                                                                                                                                                                                                                                       |  |



## **Clinical Rotations Policy**

Policy # 008

### **Clinical Rotations**

Students enrolled in professional phase (clinical) courses of the Radiography Program are assigned to area hospitals and clinics that serve as Clinical Education Settings (CES). The Clinical Coordinator makes clinical assignments on a session by session basis. Clinical assignments are limited to not more than 10 hours per day.

While assigned to the CES, the student will rotate through the various areas of the Medical Imaging Department. Clinical rotation assignments take place during daytime, evening, weekend hours, Monday through Saturday (specific days). Clinical rotation assignments are given to each student at the beginning of each session. Students are not permitted to attend clinic in an area they are not assigned. Also, students are not allowed to attend clinic beyond their scheduled time, without prior approval from the program director or clinical coordinator.

To increase the understanding and appreciation of the specialty areas within the medical imaging department, students are required to rotate through many of the medical imaging and radiation therapy modality areas where Spalding University has clinical contract agreements. During these rotations, students should try to observe as much as possible to maximize their clinical progress and gain an understanding of other modalities.

Students may be required, on occasion, to attend various clinic rotation shifts including evening clinical assignments, clinical rotations typically begin at 7:00AM EST, however, specific operating hours are dependent on the specific clinical setting or rotation. The clinical rotation schedule will specify hours of operation. Lunch time is limited to 30 minutes, and you are not allowed to leave the premises of the clinical setting.

The Radiography Program at Spalding University utilizes many clinical education settings in Louisville and surrounding areas. All clinical education settings are within a 60-mile radius of the Department (901 S. 3<sup>rd</sup> Street). Any costs pertaining to traveling to and from a clinical education setting, including parking fees, are the responsibility of the student.

During the first year, it is understood that the student shall devote up to 8 hours per week to clinical education. During the second year, the student shall devote up to 32 hours per week. Clinical days are assigned by the program faculty as necessary. Over the twenty-two month program, students will be assigned to clinical rotations in the areas listed below.

**Required Clinical Rotations**

- Diagnostic Radiography
- Fluoroscopy
- Mobile and Surgical Radiography
- Emergency Department/Trauma
- AM Portable
- Pediatrics

Once the student has completed all the required competencies for the program, the student may rotate through an elective specialty rotation area of interest or any of the above-mentioned clinical areas for an extended period of time.

The following rotations are strictly voluntary based on the students' interest. The student must meet with the Clinical Coordinator to discuss their interest and determine if a rotation through one of these areas can be added into their rotations.

**Elective Specialty Rotations**

- Cardiac Catheterization
- Computed Tomography (CT)
- Dual Energy X-ray Absorptiometry (DEXA)
- Special Procedures/Interventional Radiography
- Magnetic Resonance Imaging (MRI)
- Mammography
- Ultrasound
- Nuclear Medicine
- Radiation Therapy



# **Clinical Safety and Supervision Policy Statement**

Policy # 009

The Radiologic Technology Program is committed to providing a safe, effective, and educationally appropriate clinical learning environment for all students, patients, faculty, staff, and clinical affiliates. In accordance with standards established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), American Society of Radiologic Technologists (ASRT), and applicable state and federal regulations, all clinical education activities must occur under appropriate supervision and within the defined student scope of practice.

The program maintains clinical safety policies to ensure patient protection, proper competency progression, professional accountability, and compliance with radiation safety standards.

## **DIRECT AND INDIRECT SUPERVISION**

### **DIRECT SUPERVISION**

Students must perform all radiographic procedures under direct supervision prior to achieving documented competency in the examination.

Direct supervision requires the qualified radiographer to:

- Review the procedure request and patient condition
- Evaluate the appropriateness of the examination
- Be physically present during the procedure
- Assist with positioning, exposure selection, and patient care as needed
- Review resulting images for diagnostic quality and completeness

Direct supervision is required for:

- All procedures prior to competency achievement
- All repeat radiographs regardless of competency status
- New or unfamiliar procedures
- Trauma examinations when required by the clinical site
- Fluoroscopy participation
- Surgical/C-arm procedures until competency is achieved
- Portable radiography prior to competency

### **INDIRECT SUPERVISION**

After documented competency is achieved, students may perform procedures under indirect supervision.

Indirect supervision requires a qualified radiographer to be immediately available to provide assistance and direction if needed.



Immediately available means the supervising technologist is physically present within the department or clinical area and able to respond promptly.

Students may not perform procedures independently without appropriate supervision.

### **CLINICAL INSTRUCTOR RESPONSIBILITIES**

Clinical instructors are responsible for supporting student learning, maintaining patient safety, and ensuring compliance with program and clinical site policies.

Clinical instructor responsibilities include:

- Providing supervision according to JRCERT standards
- Assisting students with competency development
- Monitoring radiation safety practices
- Completing student evaluations and competency assessments
- Communicating student concerns to the Clinical director
- Supporting a safe and professional clinical environment

Clinical instructors must be qualified radiographers and must maintain appropriate professional credentials.

### **PRECEPTOR RESPONSIBILITIES**

Preceptors and supervising technologists assist with daily student supervision and clinical instruction.

Responsibilities include:

- Supervising students during assigned procedures
- Reinforcing proper patient care and radiation safety
- Modeling professional behavior and communication
- Reporting concerns regarding student performance or safety
- Ensuring students function within program-defined scope of practice

### **LIMITS ON STUDENT SCOPE OF PRACTICE**

Students are participating in clinical education and are not licensed radiologic technologists.

Students may not:

- Independently perform radiographic procedures without supervision
- Administer contrast media unless specifically permitted by institutional policy and state regulation under direct supervision
- Perform invasive procedures
- Interpret diagnostic images
- Provide independent clinical judgment beyond student scope
- Replace paid staff members
- Supervise other students



Students are expected to:

- Follow all supervision requirements
- Adhere to radiation safety policies
- Demonstrate professional behavior and ethical conduct
- Seek assistance when uncertain or uncomfortable with a procedure

### **AFTER-HOURS AND WEEKEND SUPERVISION RULES**

Students participating in evening, weekend, or after-hours clinical assignments must continue to receive supervision consistent with JRCERT requirements.

A qualified radiographer must be immediately available during all student clinical assignments, regardless of shift or schedule.

Students may not:

- Work independently during after-hours assignments
- Be assigned without available qualified supervision
- Function as replacement staff during staffing shortages or off-hours coverage

Repeat radiographs performed during evening or weekend assignments must still occur under direct supervision.

Clinical sites must ensure that students assigned during non-traditional hours have access to:

- Appropriate supervision
- Radiation safety support
- Emergency procedures
- Clinical guidance and instruction

### **RADIATION SAFETY EXPECTATIONS**

Students and supervising personnel must maintain ALARA (As Low As Reasonably Achievable) principles at all times through appropriate use of:

1. Time
2. Distance
3. Shielding

Unsafe clinical practices, supervision violations, or actions outside the student scope of practice must be reported immediately to the Clinical director and Program Director.

Failure to comply with clinical safety and supervision policies may result in disciplinary action and may affect the student's clinical standing in the program.

This policy supports ASRT Practice Standards, which require radiologic professionals to provide safe, ethical, and competent patient care while maintaining professional



accountability.

JRCERT Standards require programs to maintain direct and indirect supervision requirements, safe clinical education environments, and competency-based clinical progression.

ARRT Standards of Ethics require radiologic technology students and professionals to uphold patient safety, professional conduct, and ethical clinical practice.

#### References

1. Joint Review Committee on Education in Radiologic Technology (JRCERT)  
<https://www.jrcert.org/>
2. JRCERT Radiography Standards  
<https://www.jrcert.org/programs-faculty/jrcert-standards/>
3. American Registry of Radiologic Technologists (ARRT) – Ethics Requirements  
<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>
4. American Society of Radiologic Technologists (ASRT) – Practice Standards  
<https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards-online>



## **Criminal Background Check Policy**

Policy # 010

### **Scope**

Spalding University Radiologic Technology Program, faculty, and staff.

### **Policy Statement**

Students participating in class and clinical experiences must complete the request for a criminal background check available through the approved radiologic technology program vendor (CastleBranch) upon entry into the Radiologic Technology program. Compliance must be tracked in CastleBranch.

### **Reason for Policy**

To ensure compliance with the radiologic technology program and Clinical Partner Facility requirements for safe patient care in the clinical setting. Health and integrity are of the utmost importance among students charged with professional radiology care.

### **Procedures**

| <b>Responsible Party</b>                                                     | <b>Action</b>                                                                                                                                                                                                                           | <b>Comments</b> |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Radiologic Technology Administration/ Clinical director/ Faculty/ Staff      | Provide information on the use of CastleBranch for criminal background check requirements at program admission and orientation.<br><br>Any changes to requirements will be communicated to students in writing by the Clinical director |                 |
| Radiologic Technology Program Administration/Clinical director/Faculty/Staff | Provide information on how to purchase CastleBranch prior to orientation.                                                                                                                                                               |                 |
| Student                                                                      | Completes annual purchase of CastleBranch.<br><br>Uploads all required clinical compliance documentation to CastleBranch (See Clinical CastleBranch Policy)                                                                             |                 |
| Student                                                                      | Assumes all financial responsibility associated with their background check(s).                                                                                                                                                         |                 |

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                        | Assumes responsibility to track when their criminal background check is due and to comply with program requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                           |
| Student                                                | <p>Must provide evidence of a criminal background check completed through CastleBranch prior to entry into the Radiologic Technology classes and each year thereafter. To meet requirements of clinical facility partners, the criminal background check will include, at a minimum:</p> <ol style="list-style-type: none"> <li>1. County criminal record search</li> <li>2. Nationwide federal criminal record search</li> <li>3. Social security number trace/residential history</li> <li>4. Office of Inspector General (OIG)</li> <li>5. General Services Administration (GSA)</li> <li>6. Excluded Parties List System (EPLS)</li> <li>7. Office of Foreign Assets Control (OFAC)</li> <li>8. Nationwide sex offender</li> </ol> | <p>Failure to complete the annual background check prior to the start of the beginning of the academic year will result in the inability to attend class and clinical.</p> <p>Students' refusal to complete the background check will result in immediate dismissal from the program.</p> |
| Radiologic Technology Administration/Clinical director | Drops student from the course if not in compliance with the Criminal Background Check Policy by the first Friday of each semester in which they are enrolled.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Note:</b> The criminal background check must be updated so that it remains in effect throughout the entire semester.                                                                                                                                                                   |
| CastleBranch                                           | <p>Criminal background checks completed through CastleBranch review a person's criminal history for seven (7) years from the date of application to the program.</p> <p>Background checks are obtained from a consumer reporting agency and comply with Federal Trade Commission guidelines regarding the Fair Credit Reporting Act.</p>                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                           |

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                    |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                         | The results of the criminal background check are made available to the student and the Program Director and Clinical director. All background checks are treated as confidential.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                    |
| Student                                                                 | Must report any felony or misdemeanor charges and convictions (except minor traffic related violations), which occur during their enrollment in the Radiologic Technology Program to the Program Director.                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>NOTE:</b> Failure to report these within ten (10) days to the Program Director is grounds for dismissal from the radiologic technology program. |
| Radiologic Technology Administration/Program Director/Clinical director | Does not permit the student to participate in class or clinical activities if the student does not adhere to all background check requirements (by refusing to complete the background check, not completing the background check on time, or submitting a background check that is positive for criminal activity).                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                    |
|                                                                         | <p>Immediately counsel any student found to be out of compliance (via both verbal and email conversation) notifying the student of noncompliance, the inability to continue in course and clinical experiences, and the need to schedule an in-person meeting with the Program Director.</p> <p>The Program Director will also notify the student that they are required to submit a thorough letter of explanation prior to the scheduled in person meeting, describing the incident(s) denoted in the criminal background check report, how the case resolved, and what personal and professional lessons were learned from this experience.</p> |                                                                                                                                                    |
| Student                                                                 | If a student's criminal background check                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | In the event that the                                                                                                                              |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>returns positive the student will be notified by the Program Director as outlined above.</p> <p>If the student determines the positive criminal background check report is erroneous the student may request to have another criminal background check report conducted at the student's expense using his/her social security number as the primary identifier.</p> <p>If the student's record is not cleared and the clinical facility denies access, the student will be denied admission or may be dismissed from the radiologic technology program. For financial aid considerations, please see the Financial Policies in the Spalding University Student Handbook. The student's last date of attendance posted will be used as the withdrawal date.</p> | <p>school receives information from the state related to prior criminal activity that will affect the student's ability to sit for a licensing or certification examination, the student is at risk for removal.</p> <p>The Program Director/ University reserves the right to rescind an offer of admission to or continuation in the radiologic technology program and/or the Program Director may dismiss a current student from the program, and/or delay a student from attending course experiences/clinical practice, whose background investigation reveals a positive criminal history that: Increases the risk of harm to patients, individuals on Spalding campus, or any premises where a student may be engaged in a clinical experience required by the academic program.</p> <p>Was not disclosed in response to a direct</p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|  |  |                                                                                |
|--|--|--------------------------------------------------------------------------------|
|  |  | question regarding<br>criminal history on any<br>application for<br>admission. |
|--|--|--------------------------------------------------------------------------------|



## **Drug Screening Policy**

Policy # 011

Students enrolled in the Radiologic Technology Program may be required to undergo drug screening as a condition of program admission and/or participation in clinical education. Drug screening requirements are established to meet the policies of affiliated clinical education settings and will be applied consistently and equitably to all students.

### **Timing and Frequency of Drug Screening**

Drug screening may be required at the following times:

#### **1. Upon Admission**

- Students may be required to complete a drug screening as part of the admission or onboarding process prior to beginning clinical education.

#### **2. Prior to Clinical Placement**

- Additional drug screening may be required if mandated by an affiliated clinical site.

#### **3. For Cause**

- Drug screening may be required if there is reasonable suspicion of substance use that could affect student performance or patient safety during clinical education.

#### **4. Additional Testing**

- Some clinical sites may require repeated or random drug screening. Students must comply with all clinical site requirements to remain eligible for placement.

### **Testing Process**

- Drug screening will be conducted by an approved third-party vendor.
- Students are responsible for all costs associated with required drug screening.
- Failure to complete required drug screening within designated timeframes may result in removal from clinical education.

### **Results and Consequences**

- A positive drug screen or failure to comply with testing requirements may result in:
  - Ineligibility for clinical placement
  - Program disciplinary action
  - Dismissal from the program, depending on circumstances
- The program cannot guarantee alternative clinical placements for students who do not meet drug screening requirements.

**Confidentiality**

All drug screening results will be handled confidentially and maintained in accordance with applicable privacy laws and institutional policies.



# **Electronic Devices in the Classroom Policy**

Policy # 012

## **Scope**

Spalding University Radiologic Technology Program, faculty, and staff.

## **Policy Statement**

Any use of technology that degrades the learning environment or promotes dishonesty will be prohibited.

## **Reason for Policy**

Technology use in the classroom is intended to enhance the learning environment for all students.

## **Procedures**

1. Use of any electronic device or other disruptive equipment in the classroom or clinical setting is prohibited unless permission is given by the course faculty or clinical instructor.
2. For the first infraction, the student will be informed of the identified infraction, given instructions regarding the required behavior going forward, and informed of possible consequences if the identified infraction is not corrected or if it should occur again. Additional failure to comply with the policy may result in disciplinary action in accordance with the Professionalism Policy.
3. Laptops, notebook, and tablet computers:
  - a. The use of laptops during class for notetaking or web research related to the course is permitted only with the permission of faculty.
  - b. Students using laptops during class for non-class related work is disrespectful to faculty and distracting to other students is prohibited.
  - c. Laptops, notebooks, or tablets are not permitted in the clinical setting, unless expressly permitted by the faculty, clinical instructor, and agency.
4. Mobile phones in the Classroom:
  - a. Unless otherwise authorized, personal cell phones and other personal electronic devices must be in the silent or vibration mode at all times.
  - b. Phone calls and texting are not permitted during class time.
  - c. If the student needs to have a cell phone available for a specific purpose, the student must discuss this with the faculty member prior to class. Phone must be placed on vibrate mode. Only in this situation is a student allowed to step out of class to answer an incoming call.
  - d. Use of cell phones in the lab setting is limited to accessing necessary medical resources or contacting the instructor who may be elsewhere in the facility unless



- prohibited by individual agencies.
- e. Students needing to make a call must leave the classroom.
  - f. During testing, all electronic devices must be turned off and left with other personal items separate from student space in the area designated for student belongings.
  - g. Use of any electronic device during testing will be considered academic dishonesty.



# **Electronic Medical Record (EMR) Access and Confidentiality Agreement**

Policy # 013

## **Purpose**

The purpose of this policy is to establish guidelines for student access to Electronic Medical Records (EMRs) and to ensure compliance with patient privacy, confidentiality, and security requirements established by the:

- Joint Review Committee on Education in Radiologic Technology (JRCERT)
- American Registry of Radiologic Technologists (ARRT)
- American Society of Radiologic Technologists (ASRT)
- U.S. Department of Health and Human Services

Students are granted access to patient information solely for educational and patient care purposes associated with assigned clinical responsibilities.

## **Policy Statement**

Students may be granted access to clinical information systems and electronic medical records as determined by the clinical education setting.

Access is considered a privilege and is limited to information necessary to perform assigned educational and patient care activities.

Students are expected to maintain the highest standards of confidentiality and professionalism when accessing patient information.

## **Authorized Use**

Students may access EMRs only for:

- Patients assigned to their care or imaging procedures
- Verification of physician orders
- Review of patient history necessary for imaging procedures
- Documentation required by the clinical site
- Educational activities approved by clinical instructors
- Patient care activities under appropriate supervision

## **Prohibited Use**

Students shall not:

Access Records Without Legitimate Need

- View records of patients not involved in their assigned care
- Access records out of curiosity
- Access records of friends, family members, coworkers, classmates, faculty, or themselves

Share Protected Health Information (PHI)

- Discuss patient information in public areas



- Share patient information with unauthorized individuals
- Post patient information on social media
- Photograph or record patient information

#### Remove Confidential Information

Students shall not:

- Print records unless specifically authorized
- Save patient information to personal devices
- Email patient information using personal accounts
- Remove confidential information from the clinical facility

#### Use Another Person's Credentials

Students shall not:

- Share passwords
- Allow another individual to use their login credentials
- Access systems using another person's username or password

### **Security Requirements**

Students are responsible for:

- Maintaining confidential passwords
- Logging off unattended workstations
- Protecting electronic devices used for clinical purposes
- Reporting suspected security breaches immediately
- Following all clinical site cybersecurity policies

### **HIPAA Compliance**

Students must comply with all requirements of the:

Health Insurance Portability and Accountability Act (HIPAA)

Protected Health Information (PHI) includes but is not limited to:

- Patient names
- Dates of birth
- Addresses
- Telephone numbers
- Medical record numbers
- Social Security numbers
- Images containing identifying information
- Any information that could reasonably identify a patient

### **Educational Use of Clinical Information**

Students may use patient information for educational assignments only when:

- Permitted by the clinical site
- Approved by program faculty
- Patient identifiers are removed whenever possible

No patient-identifying information shall appear in assignments, presentations, competency



documentation, case studies, or other educational materials unless specifically authorized by the clinical site.

### **Reporting Violations**

Students must immediately report:

- Unauthorized access
- Lost or stolen devices containing patient information
- Suspected privacy breaches
- Security incidents
- Inappropriate use of EMR systems

Reports should be made to:

- Clinical Instructor
- Clinical director/Director of Clinical Education
- Program Director
- Clinical Site Privacy Officer (if applicable)

### **Disciplinary Action**

Violations of this policy may result in:

- Removal from the clinical site
- Clinical probation
- Course failure
- Program disciplinary action
- Dismissal from the Radiologic Technology Program
- Reporting to clinical affiliates
- Potential civil or criminal penalties under applicable federal or state laws



# **Fluoroscopy and Portable Examination Supervision**

## **Policy Statement**

Policy # 014

The Radiologic Technology Program is committed to ensuring safe, effective, and appropriately supervised student participation in fluoroscopic and portable radiographic procedures in accordance with standards established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), American Society of Radiologic Technologists (ASRT), and applicable state and federal radiation safety regulations.

Fluoroscopic procedures and portable radiographic examinations involve increased patient care complexity, radiation safety considerations, and clinical judgment. Therefore, all student participation in these procedures must occur under strict supervision to protect patient safety and support student learning.

### **FLUOROSCOPY SUPERVISION**

Students may participate in fluoroscopic procedures as part of their required clinical education experience; however, students may not independently perform fluoroscopic procedures.

Student responsibilities during fluoroscopy may include:

- Patient preparation and communication
- Room preparation and equipment setup
- Assistance with patient positioning
- Image receptor handling
- Observation and participation under direct supervision

Students may not:

- Independently operate fluoroscopy equipment without direct supervision
- Administer contrast media
- Perform invasive procedures
- Make independent clinical decisions regarding fluoroscopic imaging

A qualified radiographer and/or licensed physician must be physically present during all fluoroscopic procedures involving student participation.

### **PORTABLE RADIOGRAPHY SUPERVISION**

Portable radiographic examinations require careful patient identification, radiation protection, equipment management, and safe imaging practices in non-routine environments.

Prior to achieving competency in portable radiography, students must perform all portable



examinations under direct supervision. Direct supervision requires the qualified radiographer to:

- Review the procedure request
- Evaluate patient condition and appropriateness of the exam
- Be physically present during the examination
- Review resulting images for quality and accuracy

After documented competency has been achieved, students may perform portable examinations under indirect supervision, provided that a qualified radiographer is immediately available to assist if needed.

All repeat portable radiographs must be performed under direct supervision regardless of competency status.

### **RADIATION SAFETY REQUIREMENTS**

Students must adhere to ALARA (As Low As Reasonably Achievable) principles during all fluoroscopic and portable procedures by minimizing exposure through:

1. Time – minimizing exposure duration
2. Distance – maximizing distance from the radiation source
3. Shielding – using appropriate personal protective equipment and barriers

Students must wear assigned dosimeters during all energized procedures and must use appropriate shielding, collimation, and exposure techniques.

Portable shielding practices for patients, staff, and the student must be followed at all times.

### **COMPETENCY REQUIREMENTS**

Fluoroscopy participation and portable radiography are required clinical competency areas within the program and must be documented according to ARRT clinical competency requirements.

Competency must be validated by a qualified technologist and include:

- Patient care and communication
- Positioning and procedural accuracy
- Radiation protection practices
- Image evaluation
- Professional behavior and clinical judgment

Failure to comply with supervision requirements or radiation safety policies may result in disciplinary action and may affect the student's clinical standing in the program.

This policy supports ASRT Practice Standards, which require radiologic professionals to



perform procedures safely, ethically, and within established supervision and radiation protection guidelines.

JRCERT Standards require programs to maintain appropriate supervision, competency progression, and safe clinical education environments.

ARRT Standards of Ethics require radiologic technology students and professionals to uphold patient safety, professional conduct, and competency-based practice.



## Health Requirements Policy

Policy # 015

### Scope

Spalding University Radiologic Technology Program, faculty, and staff.

### Policy Statement

Students must submit and maintain all required immunizations, screenings, and certifications while enrolled in the program.

### Reason for Policy

The purpose of the policy is to confirm compliance with the Radiologic Technology Program and clinical facility requirements that ensure the safety, health and wellbeing of the student, patients, and community. Students who participate in clinical experiences are at risk for exposure to and possible transmission of bloodborne pathogens and other diseases, some of which are vaccine preventable. To protect students, healthcare providers, and patients, maintenance of immunity is required to attend radiologic technology classes and clinical.

### Procedures

| Responsible Party                                                             | Action                                                                                                                                                                                                                                                                                                                                                                      | Comments |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Radiologic Technology Administration/<br>Clinical director/<br>Faculty/ Staff | Provide information on health requirements at program admission and orientation                                                                                                                                                                                                                                                                                             |          |
| Program Director/<br>Clinical director                                        | Communicates any changes to clinical compliance requirements to students in writing.                                                                                                                                                                                                                                                                                        |          |
| Student                                                                       | Assumes all financial responsibility associated with their own healthcare (drug screen, background check, immunizations, testing, etc.).<br><br>is responsible to:<br>1. Track when health requirement updates are due (examples: annual screenings, influenza vaccine, etc.)<br>2. Upload appropriate documentation to CastleBranch<br>3. Comply with program requirements |          |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program Director/<br>Clinical director | Drops students that are not in compliance with the health requirements by the due date specified with the students.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Unless otherwise noted, health requirements that require multiple doses are considered in progress if the student has started the series but is not yet due for the next dose. CastleBranch will create a drop box for subsequent doses as appropriate.</p> <p><b>Note:</b> All health requirements must be updated so that they remain in effect throughout the entire course semester. If an item is set to expire mid-session students must submit renewals prior to the Friday of Week one.</p> |
| Student                                | <p><b>Tuberculosis (TB) Screening</b></p> <p>Must provide evidence of one of the following by uploading appropriate documentation to CastleBranch:</p> <ul style="list-style-type: none"> <li>A. Annual T-spot/QuantiFERON TB Gold Blood Test (preferred)</li> <li>B. Annual Negative 2 step skin test between 7 and 21 days from the first test. Submit both results together.<br/>*If the results are positive a clear Chest Xray and/or documentation of treatment is required.</li> <li>C. Chest x-ray<br/>*This option is usually reserved for individuals who are allergic to the TB skin test, have had previous positive skin tests, and/or have been previously</li> </ul> | <p>Renewal date will be set at 1 year for T-spot/QuantiFERON and TB skin tests, and 5 years for chest x-rays. Students receiving a chest x-ray must complete the annual screening questionnaire with their provider.</p> <p><b>NOTE:</b> It is strongly recommended that students opt for blood testing, as clinical partners are beginning to</p>                                                                                                                                                     |

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                         |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | diagnosed with TB. A chest x-ray must be repeated and assessed to be clear every 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                         | require it over skin testing.                                                                                                                                                                           |
| Student | <b>Hepatitis B Vaccination</b><br>Must provide evidence of one of the following by uploading appropriate documentation to CastleBranch: <ul style="list-style-type: none"> <li>A. Three (3) vaccinations administered at the following intervals – the second vaccine must be administered one (1) month after the first vaccine; the third vaccine must be administered six (6) months after the second vaccine.</li> <li>B. Positive antibody titer (lab report required)</li> <li>C. Declination waiver for medical exemptions only</li> </ul> | If a titer is negative or equivocal, 1 booster is required.<br><br><b>Note:</b> A declination waiver is only accepted based on acceptance by clinical partners, as indicated in affiliation agreements. |
| Student | <b>Measles, Mumps &amp; Rubella (MMR)</b><br>Must provide evidence of one of the following by uploading appropriate documentation to CastleBranch: <ul style="list-style-type: none"> <li>A. 2 vaccinations against measles, mumps, and rubella administered at least four (4) weeks apart OR</li> <li>B. Positive antibody titer (lab report required) OR</li> <li>C. Documentation of appropriate vaccination against measles, mumps, and rubella</li> </ul>                                                                                    | If the titer is negative or equivocal, 1 booster is required.                                                                                                                                           |
| Student | Tetanus, Diphtheria & Pertussis (Tdap)<br>Must provide evidence of one of the following by uploading appropriate documentation to CastleBranch: <ul style="list-style-type: none"> <li>A. Proof of immunization with a dose of Tdap within the last 10 years, and every 10 years thereafter OR</li> <li>B. Tdap can be administered regardless of the time since the previous dose of Td.</li> </ul> A Td injection alone does not meet this requirement.                                                                                         | Renewal date will be set at 10 years from the administered date of the booster.<br><br><b>NOTE:</b> A Td injection alone does not meet this requirement.                                                |
| Student | <b>Varicella</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | If the titer is negative or                                                                                                                                                                             |

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                              |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <p>Must provide evidence of one of the following by uploading appropriate documentation to CastleBranch:</p> <ul style="list-style-type: none"> <li>A. Written documentation of vaccination with 2 doses of varicella vaccine OR</li> <li>B. Positive antibody titer (lab report required) OR</li> <li>C. Diagnosis or verification of a history of varicella disease by a health care provider and titer to verify immunity OR</li> <li>D. Diagnosis or verification of a history of herpes zoster (shingles) by a health care provider</li> </ul> | equivocal, 1 booster is required.                                                                                                                                                                                                                            |
| Student | <p><b>Influenza</b></p> <p>Must provide evidence of one of the following by uploading appropriate documentation to CastleBranch:</p> <ul style="list-style-type: none"> <li>A. Receipt of annual vaccination OR</li> <li>B. Declination waiver (if allergic or medically contraindicated)</li> </ul>                                                                                                                                                                                                                                                | <p>Renewal date is set by the Radiology Technology Program to coincide with the start of flu season. This is an annual requirement.</p> <p><b>Note:</b> Waiver process for exemption is established by the University and Radiologic Technology Program.</p> |
| Student | <p><b>Hepatitis A</b></p> <p>May be required to provide evidence of the following by uploading appropriate documentation to CastleBranch:</p> <ul style="list-style-type: none"> <li>A. 2 injections against hepatitis A administered 1 month apart</li> </ul>                                                                                                                                                                                                                                                                                      | <p><b>Note:</b> Hepatitis A vaccine is optional but highly recommended. Should this process change, students will be promptly notified by the Clinical Director</p>                                                                                          |
| Student | <p><b>Covid 19</b></p> <p>Must provide evidence of one of the following by uploading appropriate documentation to CastleBranch, in accordance with current CDC recommendations and clinical partner requirements:</p> <ul style="list-style-type: none"> <li>A. Documentation of an initial vaccine series AND</li> </ul>                                                                                                                                                                                                                           | <p><b>Note:</b> A declination waiver (medical or religious) is only accepted based on acceptance by clinical partners, as indicated in affiliation agreements. The exemption process is</p>                                                                  |

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                         |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
|                                                | <p>B. Documentation of booster OR</p> <p>C. Medical Exemption OR</p> <p>D. Religious Exemption</p>                                                                                                                                                                                                                                                                                                      | <p>established by the University and Radiologic Technology Program.</p> |
| <p>Program Director/<br/>Clinical director</p> | <p>Tracks student's health requirements compliance in CastleBranch.</p> <p>If a student does not adhere to all health requirements the student will not be permitted to participate in class, lab, or clinical activities.</p> <p>If a student is noncompliant, they will be notified promptly (verbal or written) of inability to attend class, lab, and/or clinical and counseled as appropriate.</p> |                                                                         |



## **Incident Reporting Policy Statement**

Policy # 016

The Radiologic Technology Program is committed to maintaining a safe clinical learning environment for students, patients, faculty, staff, and clinical affiliates. In accordance with standards established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), American Society of Radiologic Technologists (ASRT), and applicable state and federal regulations, all incidents involving student injury, radiation exposure concerns, patient safety events, or clinical site issues must be reported promptly, documented thoroughly, and reviewed for corrective action.

Students are expected to immediately report any incident occurring during laboratory or clinical education to the supervising technologist, Clinical director, and Program Director as appropriate.

Incidents requiring formal reporting include, but are not limited to:

- Student injury during clinical or laboratory education
- Needle stick or exposure to blood/body fluids
- Radiation exposure incidents or abnormal dosimeter readings
- Repeat imaging resulting in patient safety concerns
- Patient falls or patient injury involving student participation
- Medication, contrast, or procedural incidents involving student observation or participation
- Clinical site policy violations
- Unsafe clinical practices or equipment concerns
- HIPAA/confidentiality breaches
- Professional conduct concerns involving patient safety

All incident reports must be completed as soon as possible following the event, preferably on the same day of occurrence.

The program will review all incidents to determine:

- Immediate safety concerns
- Need for medical evaluation or follow-up
- Compliance with radiation safety requirements
- Need for remediation or disciplinary action
- Clinical site communication requirements
- Corrective action and prevention strategies

Students may not conceal, delay, or fail to report incidents. Failure to report may result in



disciplinary action and may affect the student's clinical standing in the program. The program will maintain confidential documentation of all reported incidents and ensure appropriate follow-up actions are completed.

This policy supports ASRT Practice Standards, which require medical imaging professionals to maintain patient safety, professional accountability, and ethical clinical practice.

JRCERT Standards require programs to maintain safe clinical education environments, incident response procedures, and documentation of student supervision and safety.

ARRT Standards of Ethics require radiologic technology students and professionals to uphold patient welfare, professional responsibility, and safe clinical decision-making.

#### References

1. Joint Review Committee on Education in Radiologic Technology (JRCERT)  
<https://www.jrcert.org/>
2. JRCERT Radiography Standards  
<https://www.jrcert.org/programs-faculty/jrcert-standards/>
3. American Registry of Radiologic Technologists (ARRT) – Ethics Requirements  
<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>
4. American Society of Radiologic Technologists (ASRT) – Practice Standards  
<https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards-online>



# **Laboratory and Equipment Safety Policy Statement**

Policy # 017

The Radiologic Technology Program is committed to maintaining a safe educational and clinical environment for students, faculty, staff, patients, and clinical affiliates. In accordance with standards established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), American Society of Radiologic Technologists (ASRT), Occupational Safety and Health Administration (OSHA), and applicable state and federal regulations, all students are required to follow laboratory and equipment safety procedures during energized laboratory activities and clinical education.

The purpose of this policy is to promote safe operation of imaging equipment, reduce risk of injury, maintain proper patient care standards, and ensure timely reporting of unsafe conditions or equipment malfunctions.

## **SAFE OPERATION OF IMAGING EQUIPMENT**

Students must receive appropriate instruction and supervision prior to operating radiographic equipment in the laboratory or clinical setting.

Students are expected to:

- Operate imaging equipment only under authorized supervision
- Follow manufacturer operating instructions and facility protocols
- Verify correct patient, examination, and equipment settings prior to exposure
- Use proper exposure selection and collimation techniques
- Follow all radiation safety and ALARA principles
- Maintain awareness of electrical and mechanical safety hazards
- Ensure equipment movement and positioning are performed safely to avoid injury or damage

Students may not:

- Operate unfamiliar equipment without instruction or supervision
- Override safety systems or equipment warnings
- Attempt unauthorized equipment repairs or adjustments
- Use equipment that appears unsafe or malfunctioning

Laboratory equipment may only be energized under direct faculty supervision.

## **CHEMICAL SAFETY FOR CONTRAST AND HAZARDOUS MATERIALS**

Students participating in fluoroscopy or imaging procedures involving contrast media must follow all facility chemical safety and hazardous material procedures.



Students are expected to:

- Review Safety Data Sheets (SDS) as required
- Use appropriate personal protective equipment (PPE)
- Follow proper handling and disposal procedures for contrast materials and hazardous substances
- Immediately report spills, exposure incidents, or unsafe conditions

Students may not independently administer contrast media unless specifically permitted by institutional policy, state regulation, and direct supervision requirements.

Any accidental exposure to hazardous chemicals, contrast media, or bodily fluids must be reported immediately according to the program Incident Reporting Policy.

### **ERGONOMICS AND PATIENT HANDLING**

Safe patient handling and proper body mechanics are essential to reduce the risk of injury to students, patients, and staff.

Students are expected to:

- Use proper lifting and transfer techniques
- Request assistance when moving or positioning patients
- Utilize transfer devices and patient safety equipment appropriately
- Maintain awareness of ergonomic risks during portable imaging and equipment movement
- Avoid unsafe lifting, twisting, or overreaching motions

Students should never attempt to independently move patients when assistance is required for patient or student safety.

Clinical instructors and supervising technologists are responsible for reinforcing safe patient handling practices.

### **EQUIPMENT MALFUNCTION REPORTING**

Any equipment malfunction, safety concern, or operational issue identified in the laboratory or clinical setting must be reported immediately.

Examples include:

- Exposure switch malfunction
- Equipment movement issues
- Electrical concerns
- Image receptor or detector malfunction
- Radiation safety concerns
- C-arm or fluoroscopy operational issues
- Damaged shielding or protective equipment



Students must:

- Stop use of unsafe equipment immediately
- Notify the supervising technologist, clinical instructor, or faculty member
- Follow facility-specific equipment reporting procedures
- Complete program documentation if required

Students may not continue using equipment suspected to be unsafe or malfunctioning until cleared by authorized personnel.

### **SAFETY EXPECTATIONS**

Students must maintain compliance with:

- Radiation safety policies
- Infection control procedures
- PPE requirements
- Electrical and mechanical safety guidelines
- Facility emergency procedures
- OSHA and institutional safety standards

Failure to comply with laboratory and equipment safety policies may result in disciplinary action and may affect the student's clinical standing in the program.

This policy supports ASRT Practice Standards, which require medical imaging professionals to maintain safe patient care environments and professional accountability.

JRCERT Standards require programs to maintain safe laboratory and clinical education environments, appropriate supervision, and radiation safety procedures.

ARRT Standards of Ethics require radiologic technology students and professionals to uphold patient safety, professional conduct, and competent clinical practice.



## Malpractice and Liability Policy

Policy # 018

### Scope

Spalding University Radiologic Technology Program, faculty, and staff.

### Policy Statement

All clinical radiologic technology students are required to have malpractice and liability insurance. The cost of this insurance is covered within the students' tuition costs.

The insurance coverage for malpractice and liability only applies to students when they are functioning in their capacity as a radiologic technology student, under the supervision of clinical instructors, preceptors, or faculty of the Spalding University Radiologic Technology Program. The coverage indicated in this policy is void in every other circumstance.

### Reason for Policy

The purpose of the Malpractice and Liability Insurance Policy is to ensure compliance with the Radiologic Technology Program and clinical facility requirements that promote the safety, health and wellbeing of the student, patients, and community.

### Procedures

| Responsible Party                                                       | Action                                                                                                                                                                                                                                                                                                                                                                                                                                         | Comments                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Radiologic Technology Administration/ Clinical director/ Faculty/ Staff | Responsible for maintaining malpractice and liability insurance for students enrolled in the Radiologic Technology Program.<br><br>Provides the insurance carrier with the number of students enrolled at the beginning of each academic year.<br><br>Provides students with information regarding the requirement of maintaining malpractice and liability insurance throughout their time as student upon program admission and orientation. |                                                                                                                                                                                                                                                    |
| Student                                                                 | Financially responsible for tuition while enrolled in the Radiologic Technology Program. Malpractice and liability insurance fees are included in tuition fees.                                                                                                                                                                                                                                                                                | If a student is not officially enrolled in a course, they may not participate in clinical experiences. Students that are auditing a course are not covered by malpractice and liability insurance and may not participate in clinical experiences. |



## Medical Emergency in the KCC

Policy # 019

### Scope

Spalding University Radiologic Technology students, faculty, and staff.

### Policy Statement

Definition: An incident may be an accident, injury, occurrence, or illness that creates a reportable situation for the facility, clinical faculty, staff, and/or student.

Anyone witnessing a serious medical emergency or illness occurring in the Republic Bank Academic Center will immediately call 911 and then SU Campus Safety at 4444 and follow the procedures listed below:

### Reason for Policy

To assure best practice during Medical Emergencies occurring in the KCC.

### Procedures

| Responsible Party                        | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Comments |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Witness to the serious medical emergency | <ol style="list-style-type: none"><li>1. Immediately dials 911 and then Campus Safety at extension 4444; give your name and describe the nature/severity of the medical problem and the location of the victim.</li><li>2. Do not move a seriously injured person unless they are in a life-threatening situation/ environment.</li><li>3. Do not leave the injured person alone except to summon for help. Keep the victim safe, calm and comfortable.</li><li>4. If possible, have someone stand outside the building/ location to flag down emergency services when they reach the area.</li><li>5. If you are exposed to another person's bodily fluids, wash the exposed area immediately.</li></ol> |          |
|                                          | <p><b>Once the victim is safe and you are no longer needed to render first aid or other assistance please:</b></p> <p>Present to the KCC First Floor to the Radiologic Technology Program Director. If the Program Director is not available, please seek out a staff/ faculty member. (If you are the person</p>                                                                                                                                                                                                                                                                                                                                                                                         |          |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                      |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        | <p>who has experienced the medical emergency, once you are safe and your condition is stable, please follow the below instructions.</p> <p>If you are off of campus for treatment/recovery please call the Radiologic Technology Program Director at # 502-873-4548)</p> <p>At this time, you will explain the medical emergency as well as your involvement to the Radiologic Technology Program Director who will contact the appropriate Radiologic Technology Program Administrator(s). If the incident occurs after hours, contact the program director.</p> <p>a. If you are exposed to another person's bodily fluids, wash the exposed area as outlined in #5. It is imperative that you communicate exposure to bodily fluids to the Radiologic Technology Program Director.</p> <p>Complete a Spalding Radiologic Technology Program Incident Report Form and Incident Report Form Witness Statement (if applicable).</p> |                                                                                                                                                                                                                                                      |
| Radiologic Technology Program Director | <p>Provides Information on University Resources such as The Eagle Care Clinic, CaPS (Counseling and Psychological Services) and Peer Support to those who witnessed the emergency.</p> <p>Provides information on additional steps.</p> <p>Communicates that failure to comply with the Radiologic Technology Program/University Policies will be documented and may result in further investigation/follow up.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b>NOTE:</b> Spalding University is not responsible for the cost for treatment as a result of accident/incident or injury. The Spalding University Radiologic Technology Program requires all Radiography students to carry health insurance.</p> |

References:

<https://www2.spalding.edu/emergency/>

<https://edu.4civility.com/spalding/safecampus.cfm?newreport=y>



## **MRI Safety Policy**

Policy # 020

### **Purpose**

The purpose of this policy is to ensure the safety of students, patients, faculty, and staff who may enter or work within the Magnetic Resonance Imaging (MRI) environment. Due to the presence of strong static magnetic fields, gradient magnetic fields, and radiofrequency energy, MRI presents unique safety hazards that require specific education, screening, and access controls.

The Radiologic Technology Program adheres to current MRI safety guidelines established by the American College of Radiology (ACR) and complies with requirements established by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

### **Policy Statement**

All students must successfully complete MRI safety education and MRI safety screening prior to participating in any clinical assignment that may involve access to MRI areas.

Students who have not completed MRI safety training and screening shall not enter restricted MRI areas.

Students are responsible for immediately reporting any change in health status, implant status, or other MRI-related safety concern that occurs after their initial screening.

### **MRI Safety Education**

Prior to clinical placement, all students shall receive MRI safety instruction that includes:

- Basic MRI physics and magnetic field hazards
- Projectile ("missile") hazards
- Risks associated with ferromagnetic objects
- MRI zoning and access restrictions
- Implant and medical device safety
- Patient screening procedures
- Emergency procedures within the MRI environment
- Contrast safety awareness
- Safe practices for accompanying patients into MRI areas

Documentation of MRI safety training shall be maintained in the student's program file.

### **MRI Safety Screening**

All students shall complete an MRI Safety Screening Form:

1. Prior to beginning clinical education.
2. Annually thereafter.
3. Whenever there is a change in medical history, implant status, injury history, or other MRI-related condition.

The screening process shall identify the presence of:

- Pacemakers or cardiac devices
- Neurostimulators
- Cochlear implants
- Aneurysm clips
- Implanted pumps
- Metallic foreign bodies
- Orthopedic hardware
- Surgical implants
- Retained shrapnel or bullets
- Pregnancy status when applicable
- Any device or condition that may pose a safety risk within the MRI environment

Students with potential contraindications shall undergo further review by MRI personnel before entering restricted MRI areas.

### **MRI Zone Access**

The program recognizes the MRI safety zone structure established by ACR guidelines.

1. Zone I
  - Public access area.
  - Students may enter without restriction.
2. Zone II
  - Patient screening and reception area.
  - Students may enter under MRI department supervision.
3. Zone III
  - Restricted area with potential exposure to magnetic fringe fields.
  - Students may enter only after:
    - Completing MRI safety training.
    - Completing MRI safety screening.
    - Receiving authorization from MRI personnel.
4. Zone IV
  - Magnet room containing the MRI scanner.
  - Students may enter only when:
    - Cleared through MRI screening.
    - Directed by MRI personnel.
    - Following all MRI department safety procedures.

Students shall never enter Zones III or IV independently without authorization from MRI personnel.

### **Prohibited Items**

The following items shall not be taken into MRI Zones III or IV unless specifically approved by MRI personnel:

- Cell phones
- Smart watches



- Keys
- Wallets
- Credit cards
- ID badge clips containing metal
- Scissors
- Pens with ferromagnetic components
- Oxygen cylinders
- Stretchers or wheelchairs not designated MRI-safe
- Any unknown metallic object

Students are responsible for removing all metallic items prior to entering restricted MRI areas.

### **Student Responsibilities**

Students shall:

- Follow all MRI department policies and procedures.
- Participate in MRI safety education.
- Complete required MRI screening documentation.
- Notify faculty and clinical personnel of any change in medical condition or implant status.
- Immediately report MRI safety incidents or near-miss events.
- Seek guidance from MRI personnel when uncertain about the safety of any object or device.

Students shall not:

- Bypass screening procedures.
- Escort patients into restricted MRI areas without authorization.
- Bring unapproved items into MRI Zones III or IV.
- Operate MRI equipment unless specifically authorized and supervised according to clinical site policy.

### **Pregnancy Considerations**

Pregnant students may continue clinical education in accordance with program pregnancy policies. However, pregnant students shall comply with all MRI department policies regarding access to MRI environments.

Questions regarding MRI exposure during pregnancy shall be directed to MRI personnel and program faculty before entering restricted MRI areas.

### **Incident Reporting**

Any MRI-related safety event, near miss, injury, or policy violation shall be reported immediately to:

- Clinical Instructor
- Clinical director/Director of Clinical Education



- Program Director
- MRI Department Supervisor (when applicable)

Documentation shall be completed according to both program and clinical site policies.

### **Non-Compliance**

Failure to comply with MRI safety requirements may result in:

- Removal from the clinical assignment
- Clinical warning or probation
- Disciplinary action under the Student Handbook
- Dismissal from the program for serious or repeated safety violations

### **References**

- Joint Review Committee on Education in Radiologic Technology (JRCERT) MRI Safety Education Requirements and Student Screening Guidance. ([JRCERT](#))
- American Registry of Radiologic Technologists (ARRT) Standards of Ethics and Patient Care Expectations. ([ARRT](#))
- American Society of Radiologic Technologists (ASRT) Practice Standards for Medical Imaging and Radiation Therapy. ([ASRT](#))



## **Patient Confidentiality Policy**

Policy # 021

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the supervising technologist or the clinical preceptor. Students are expected to maintain confidentiality in a professional manner.

In accordance with Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by:

- limiting discussion of protected health information to private areas and conference rooms.
- not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private.
- not discussing protected health information with other students.
- refraining from copying, including, but not limited to, photography and/or videography, any part of the medical record for use outside of the health care facility.
- refraining from putting any personal identifier on any paperwork associated with the Radiography Program.
- client initials may be used as an identifier, however, no room number or health care facility name/unit.

Students will be expected to adhere to the HIPAA policies at each clinical education setting. Any violation of these policies will result in disciplinary action.



## **Personal Dosimetry Policy Statement**

Policy # 022

The Radiologic Technology Program is committed to maintaining a safe educational and clinical environment by monitoring and minimizing radiation exposure to students in accordance with standards established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), American Society of Radiologic Technologists (ASRT), Nuclear Regulatory Commission (NRC), and applicable state and federal regulations.

All students participating in energized laboratory activities and clinical education are required to wear assigned personnel monitoring devices (dosimeters) to measure occupational radiation exposure and support compliance with ALARA (As Low As Reasonably Achievable) principles.

The purpose of personal dosimetry monitoring is to:

- Monitor cumulative radiation exposure
- Identify abnormal exposure levels
- Promote radiation safety awareness
- Ensure compliance with occupational dose limits
- Protect students, patients, faculty, staff, and the public

### **ISSUANCE OF DOSIMETERS**

Each student will be issued an individual dosimeter prior to participation in energized laboratory procedures or clinical education beginning in Session 4.

Dosimeters are assigned exclusively to the individual student and may not be:

- Shared with another person
- Exchanged between students
- Altered or tampered with
- Deliberately exposed outside clinical or laboratory activities

Declared pregnant students who voluntarily disclose pregnancy in writing will be issued an additional fetal dosimeter in accordance with the program Pregnancy Policy.

### **USE OF DOSIMETERS**

Students must wear assigned dosimeters during:

- All energized laboratory activities
- Clinical assignments
- Portable radiography procedures
- Fluoroscopy participation

- Surgical/C-arm procedures
- Any procedure involving ionizing radiation exposure

Dosimeters must be worn:

- At collar level outside the lead apron during routine radiographic procedures
- At waist level beneath the lead apron for declared pregnant students wearing fetal dosimeters

Dosimeters should not be worn:

- Outside educational or clinical assignments
- During personal medical or dental imaging procedures
- When not participating in radiation-related activities

Failure to wear the assigned dosimeter appropriately may result in disciplinary action and may affect clinical participation.

### **MONITORING AND REPORTING**

Dosimeter reports will be reviewed regularly, typically on a monthly basis, by the Program Director and/or Clinical director.

Students will have access to review their exposure reports and may discuss results with program leadership.

Personnel monitoring records will be maintained according to institutional and regulatory record retention requirements.

### **ABNORMAL DOSIMETER READINGS**

Any abnormal, excessive, or unusual dosimeter reading will result in immediate review and investigation.

The investigation may include:

- Review of clinical assignments and procedures
- Assessment of dosimeter placement and use
- Evaluation of radiation safety practices
- Student counseling and education
- Repeat monitoring if necessary

If exposure levels approach or exceed recommended limits, corrective action may include:

- Additional radiation safety training
- Temporary modification of clinical assignments
- Increased supervision
- Clinical remediation or disciplinary review



## **RADIATION SAFETY EXPECTATIONS**

Students are expected to consistently apply ALARA principles by minimizing radiation exposure through:

1. Time – minimizing exposure duration
2. Distance – maximizing distance from the radiation source
3. Shielding – utilizing appropriate protective barriers and lead shielding

Students must:

- Practice proper collimation and exposure selection
- Avoid unnecessary repeat imaging
- Follow repeat imaging direct supervision requirements
- Report unsafe radiation practices immediately
- Comply with all facility radiation safety policies

Failure to comply with dosimetry policies, improper use of monitoring devices, or disregard for radiation safety expectations may result in disciplinary action and may affect the student's clinical standing in the program.

This policy supports ASRT Practice Standards, which require medical imaging professionals to maintain radiation protection and safe patient care practices.

JRCERT Standards require programs to maintain health and safety policies, personnel monitoring procedures, and safe clinical education environments.

ARRT professional expectations require radiologic technology students and professionals to uphold radiation safety, ethical practice, and patient protection standards.

## **References**

1. Joint Review Committee on Education in Radiologic Technology (JRCERT)  
<https://www.jrcert.org/>
2. JRCERT Radiography Standards  
<https://www.jrcert.org/programs-faculty/jrcert-standards/>
3. American Registry of Radiologic Technologists (ARRT) – Ethics Requirements  
<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>
4. American Society of Radiologic Technologists (ASRT) – Practice Standards  
<https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards-online>
5. U.S. Nuclear Regulatory Commission (NRC) – Occupational Dose Limits  
<https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1201.html>
6. Centers for Disease Control and Prevention (CDC) – ALARA Radiation Safety  
<https://www.cdc.gov/radiation-health/safety/alara.html>



## Personal Health Insurance Information

### Policy # 023

#### Scope

Spalding University Radiologic Technology students, faculty, and staff.

#### Policy Statement

Radiologic Technology students are required to carry personal health insurance while enrolled in the program. Clinical sites and the radiologic technology program are not responsible for costs associated with student illness or injury during clinical experiences or rotations.

#### Reason for Policy

The purpose of the Personal Health Insurance Policy is to confirm compliance with the radiologic technology program and Clinical Facility requirements that ensure the safety, health and wellbeing of the student.

Health and integrity are of the utmost importance among students charged with professional patient care. Spalding University encourages students to become increasingly proficient in promoting self-health and becoming informed when they seek healthcare services.

Spalding University and the radiologic technology program are not responsible for the costs related to health emergencies or injuries occurring while students are engaged in clinical practice.

Since radiologic technology students are not employed by the affiliated clinical agencies, agencies are not responsible under Worker's Compensation for reimbursements to radiologic technology students if injuries should occur while in the role of a radiologic technology student.

#### Procedures

| Responsible Party                                                             | Action                                                                                                                                                                                                      | Comments |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Radiologic Technology Administration/<br>Clinical director/ Faculty/<br>Staff | Provides students with information regarding the requirement of maintaining private personal health insurance throughout their time as student within the Radiologic Technology program during orientation. |          |
| Students                                                                      | Assume all financial responsibility associated with                                                                                                                                                         |          |

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                         | obtaining and maintaining individual private health insurance. Clinical sites and the radiologic technology program are not responsible for costs associated with student illness or injury occurring while students are engaged in clinical practice.                                                                                                                                                                                                                            |                                                                                                                                                                                                                                |
| Students                                                | Must provide evidence of active private individual health insurance by uploading appropriate documentation to Castle Branch upon entry into the Radiologic Technology Program and annually thereafter.                                                                                                                                                                                                                                                                            | <b>NOTE:</b> Ensure private health Insurance information will remain current through the full enrolled session. <b>Note:</b> If the policy expires or changes are made during a session, upload documentation to Castlebranch. |
| Radiologic Technology Administration/ Clinical director | Drops students that are not in compliance with the Personal Health Insurance policy by the first Friday of each radiologic technology course in which they are enrolled.                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                |
| Radiologic Technology Administration/ Clinical director | <p>Tracks student's Personal Health Insurance in CastleBranch.</p> <p>If a student does not maintain active private individual health insurance, the student will not be permitted to participate in class or clinical activities.</p> <p>If a student is found to be out of compliance the Clinical director counsels the student immediately (verbal or via email), notifies the student of noncompliance and the inability to continue in course and clinical experiences.</p> |                                                                                                                                                                                                                                |



# **Post-Exposure Evaluation and Reporting Policy Statement**

Policy # 024

The Radiologic Technology Program is committed to protecting students, faculty, staff, patients, and clinical affiliates through timely evaluation, reporting, and management of occupational exposure incidents. In accordance with standards established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), American Society of Radiologic Technologists (ASRT), Occupational Safety and Health Administration (OSHA), Centers for Disease Control and Prevention (CDC), and applicable state and federal regulations, all exposure incidents must be reported immediately and managed according to established post-exposure procedures.

Exposure incidents may include contact with bloodborne pathogens, body fluids, hazardous materials, radiation safety concerns, or other potentially infectious or harmful substances encountered during laboratory or clinical education.

The purpose of this policy is to ensure:

- Immediate response to exposure incidents
- Appropriate medical evaluation and treatment
- Timely reporting and documentation
- Protection of student and patient safety
- Compliance with OSHA, CDC, and institutional requirements

## **REPORTABLE EXPOSURE INCIDENTS**

Exposure incidents requiring immediate reporting include, but are not limited to:

- Needlestick or sharps injuries
- Blood or body fluid exposure to skin or mucous membranes
- Exposure to contaminated sharps or equipment
- Hazardous chemical or contrast exposure
- Radiation exposure incidents or abnormal dosimeter readings
- Exposure to airborne infectious diseases
- PPE failure resulting in contamination risk

## **IMMEDIATE RESPONSE PROCEDURES**

Following an exposure incident, the student must immediately:

1. Stop the activity or procedure if safe to do so
2. Perform appropriate first aid measures:
  - Wash affected skin with soap and water
  - Flush eyes, nose, or mouth with water if applicable
  - Follow chemical exposure procedures if hazardous substances are involved



3. Notify the supervising technologist, clinical instructor, faculty member, or supervisor immediately
4. Follow the clinical site's exposure control procedures
5. Seek medical evaluation according to facility protocol
6. Complete all required program and clinical site documentation

Students must report all exposure incidents immediately regardless of perceived severity.

### **POST-EXPOSURE MEDICAL EVALUATION**

Students experiencing an exposure incident may be referred for:

- Exposure risk assessment
- Medical evaluation and treatment
- Laboratory testing
- Post-exposure prophylaxis (PEP) if indicated
- Counseling and education
- Follow-up monitoring

Medical evaluation and follow-up procedures will be coordinated according to clinical affiliate policy, institutional policy, OSHA standards, and CDC recommendations.

### **REPORTING AND DOCUMENTATION**

All exposure incidents must be documented promptly and accurately.

Required documentation may include:

- Incident report forms
- Needlestick/sharps injury reports
- Bloodborne pathogen exposure documentation
- Radiation incident reports
- Clinical site notification forms
- Corrective action or follow-up documentation

The program will maintain confidential records of exposure incidents according to institutional policy and applicable privacy laws.

### **CONFIDENTIALITY**

All post-exposure medical information and documentation will remain confidential in accordance with HIPAA regulations and institutional privacy policies.

Only authorized personnel involved in exposure management and safety review will have access to exposure-related information.

### **FOLLOW-UP AND CORRECTIVE ACTION**

The program may review exposure incidents to determine:

- Cause of the incident



- Compliance with safety procedures
- Need for additional training or remediation
- Need for corrective action or policy revision
- Opportunities to improve clinical and laboratory safety

Students may be required to complete additional safety education following an exposure incident.

### **STUDENT RESPONSIBILITIES**

Students are expected to:

- Follow standard precautions and PPE requirements
- Adhere to infection control and radiation safety policies
- Report unsafe conditions immediately
- Participate in required post-exposure evaluation and follow-up
- Cooperate with documentation and investigation procedures

Failure to report an exposure incident or comply with post-exposure procedures may result in disciplinary action and may affect the student's clinical standing in the program.

This policy supports ASRT Practice Standards, which require medical imaging professionals to maintain safe patient care environments and adhere to infection control and safety practices.

JRCERT Standards require programs to maintain health and safety policies that protect students and patients during clinical education.

ARRT Standards of Ethics require radiologic technology students and professionals to uphold patient safety, professional conduct, and competent clinical practice.



## **Pregnancy Policy Statement**

### **Policy # 025**

The Radiologic Technology Program is committed to providing a safe educational environment for all students while maintaining compliance with radiation safety standards established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), American Society of Radiologic Technologists (ASRT), and applicable state and federal regulations.

A student who becomes pregnant is not required to voluntarily disclose her pregnancy to the program. Voluntary declaration of pregnancy is the student's personal decision. If a student chooses to declare pregnancy, the declaration must be submitted in writing to the Program Director or Clinical director.

Upon written declaration of pregnancy, the student will be counseled regarding:

- Radiation exposure limits for the declared pregnant student
- Fetal radiation dose monitoring requirements
- Available options for continuation in the program
- Clinical assignment considerations
- Voluntary withdrawal of declaration

The declared pregnant student will be informed that, in accordance with Nuclear Regulatory Commission (NRC) recommendations and radiation safety guidelines, the fetal dose equivalent limit during the entire pregnancy should not exceed 0.5 rem (5 mSv), with efforts made to avoid substantial variation above 0.05 rem (0.5 mSv) per month.

Students who voluntarily declare pregnancy will be issued an additional fetal dosimeter to be worn at waist level beneath the lead apron during all energized laboratory and clinical procedures. Personnel monitoring reports will be reviewed regularly by program leadership.

The student may choose one of the following options:

1. Continue in the program without modification of clinical assignments
2. Continue with reasonable clinical assignment adjustments, if appropriate and available
3. Request a leave of absence in accordance with institutional policy

Clinical assignment modifications, if requested, will be reviewed individually to ensure that educational requirements, patient care standards, and program completion requirements are maintained.



The student may withdraw the declaration of pregnancy at any time by submitting written notice to the Program Director. Once withdrawn, the student will no longer be considered a declared pregnant student under radiation safety regulations.

The program will not discriminate against any student based on pregnancy status. Pregnancy alone shall not be grounds for dismissal, delay in progression, or denial of educational opportunity.

Students are expected to continue following all ALARA (As Low As Reasonably Achievable) principles, including time, distance, and shielding, throughout all laboratory and clinical experiences.

The Title IX Coordinator is responsible for coordinating pregnancy-related accommodation requests and responding to alleged discrimination, and can be contacted by email ([titleix@spalding.edu](mailto:titleix@spalding.edu)), phone (502-873-4329), or in-person (Library-324).

This policy supports ASRT Practice Standards, which require medical imaging professionals to maintain patient and personal safety while practicing within established radiation protection guidelines.

JRCERT Standards require programs to maintain health and safety policies that support safe clinical education environments and radiation protection for students.

ARRT professional expectations require students and technologists to uphold safe and ethical clinical practice.



## Professional Attire Policy (Dress Code)

Policy # 026

### Scope

Spalding University Radiologic Technology students, faculty, and staff.

### Policy Statement

Spalding University Radiologic Technology students engaged in clinical, community, or professional activities project the image of a professional radiologic technologist through adherence to the Radiologic Technology Program Dress Code. (Specifics are listed in the attached Radiologic Technology Program Dress Code).

Individual agencies may have specific regulations that vary somewhat with these radiologic technology program regulations. In those cases, the regulations of the individual agency regarding student dress and agency policy will also be followed.

The final evaluation of student compliance with the dress code will rest with course faculty/clinical instructors. Repeated failures to comply with the dress code may be grounds for course/clinical failure.

### Reason for Policy

The purpose of the Radiologic Technology Program dress code is to:

1. Communicate professionalism and competence to patients, the institution, and the public.
2. Maintain a safe, hygienic environment for patients and students. Infection control and patient/student safety are of the utmost importance and are reflected throughout the dress code. Specific requirements protect both the patient and the student from transmission of disease-causing organisms.

### Procedures

| Responsible Party                                           | Action                                                                                                                                                                    | Comments |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Radiologic Technology Program Administration/ Faculty/Staff | Provide information on appropriate class/ lab/simulation/clinical/volunteer attire during Radiologic Technology Program orientation (see Professional Attire Guidelines). |          |
| Radiologic Technology Program Administration/ Faculty/Staff | Provide instructions on how to order uniforms during Radiologic Technology Program orientation.                                                                           |          |

|                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Student                                                                                           | Purchases appropriate clinical attire for the entirety of the Radiologic Technology Program program.                                                                                                                                                                                                                                                                                                                                                  |  |
| Student                                                                                           | <p>Wear appropriate attire to class/clinical.</p> <p>Maintain a professional appearance that aligns with both the professional image of radiologic technologists and infection control/ safety guidelines to all clinical experiences as outlined in both program and facility uniform guidelines (see attached Radiologic Technology Program Dress Code).</p>                                                                                        |  |
| Radiologic Technology<br>Program Administration/ Faculty/Staff/Clinical<br>Instructors/Preceptors | Consistently communicate Class/clinical/ volunteer attire expectations for individual courses/ clinical/volunteer experiences.                                                                                                                                                                                                                                                                                                                        |  |
| Radiologic Technology<br>Program Administration/ Faculty/Staff/Clinical<br>Instructors/Preceptors | <p>Immediately verbally counsels any student arriving to a class, clinical (lab/simulation/facility etc.) or volunteer experience without wearing the appropriate attire or without maintaining safety standards/professional image.</p> <p>Sends the student home from the class/lab/ clinical/volunteer experience and informs the student of the misconduct in accordance to the Radiologic Technology Program Student Professionalism Policy.</p> |  |
| Student                                                                                           | May request an exception to the required class/ lab/ simulation/ clinical/volunteer attire by consulting with the Director of the Radiologic Technology Program prior to class/ lab/simulation/clinical experience(s).                                                                                                                                                                                                                                |  |

|                                        |                                                                                                                                                                                                                                                                                                                                                                |  |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Radiologic Technology Program Director | <p>Decides whether the requested exception made by the individual student based on personal request is granted or not granted.</p> <p>Documents the request and decision on exception in the student's folder.</p> <p>Communicates the exception request and decision to appropriate parties (course faculty/ clinical instructor/ staff/ preceptor, etc.)</p> |  |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

### **Radiologic Technology Program Dress Code**

#### **Official Clinical Uniform**

*Students must wear the official clinical uniform for Clinical Simulation/In Facility Clinical and other experiences as indicated.*

#### **Scrubs:**

- Black Cherokee brand scrub top (with approved embroidery)
- Black Cherokee brand scrub pants
- Black Cherokee brand scrub dress/skirt
- Black clinical lab coat or scrub jacket
- Scrubs must fully cover the back and abdomen even with full range of motion.

#### **Undergarments:**

- Undergarments must be tucked in and clean/neat with no visible print or patterned design and should allow for full movement of the student's arms and shoulders without excessive strain across the chest.

#### **Shoes:**

- Shoes for the clinical settings must be solid black, made of leather and closed toe/heel; no canvas shoes or shoes with holes are permitted. Only solid colored hosiery or socks are permitted. Short sports socks are not allowed. Dress shoes, heels, platform shoes and high tops are not acceptable.

#### **Mandatory Clinical Supplies:**

- Student Identification Badge (Spalding University Card)
- Radiation Dosimeter



- Lead Markers

### **Official Class Uniform**

*Students may wear business casual and casual attire in the classroom setting.*

*Business casual and casual attire is defined below.*

#### **Business casual/Casual tops:**

- May include polo shirts, knit shirts or sweaters, button down shirts, and blouses
- May not reveal cleavage, bare midriffs, or bare backs
- No tube, halter, or strapless tops
- May not be see through or have holes, rips or tears
- May include official radiologic technology program/University fleece jackets, sweaters, t-shirts and polos

#### **Business casual/Casual pants:**

- May include khakis, jeans, slacks and skirts
- Must be pulled up with no undergarments exposed
- May not have holes, rips or tears
- Must be a reasonable length (knee length)
- Leggings/ spandex only acceptable if covered by another garment

#### **Business casual/Casual shoes:**

- Shoes must be clean. Slippers and flip flops are not permitted.

### **Community Uniform**

*Students may wear this uniform, when directed to, if they are practicing in the community*

- Khaki slacks or skirt; slacks may not be form fitting or leggings.
- Royal, navy or white polo with the Spalding University SON logo embroidered on the chest of the shirt.
- Black, white, or royal blue sweatshirt or crew neck shirt with the Spalding University SON logo embroidered on the chest of shirt.
- Solid colored socks and white or black leather shoes.

### **Applicable to all clinical & volunteer experiences:**

*Students must follow the below guidelines during all clinical/volunteer experiences*

#### **Underclothing (bras/underwear, etc.):**

- Underclothing should never be visible.

**Jewelry:**

- Jewelry may include one pair of small, post pierced earrings worn in the lower lobe of the ear (not pinna) of silver, gold, or uniform color.
- The student may not wear more than one pair of post style earrings and all ear jewelry must be confined to the ear lobes. Other types/ styles of earrings may not be worn (ie hoops, earrings that dangle below the ear lobes, gauges or tunnel styles).
- Students may not wear jewelry in any other visible body piercing.
- A plain wedding band and wristwatch are acceptable. No other jewelry is permitted.

**Hair:**

- The student's hair is to be worn so as not to come in contact with the patient or compromise any patient care activities.
- The student's hair must be simply arranged, neat, clean, off the collar, away from the face, and well controlled. Plain barrettes, bobby pins, elastic bands or approved scarves may be used but no decorative hair extensions, hair ornaments, or decorative caps are permitted.
- Head coverings worn for religious beliefs must allow the student to use a stethoscope and other medical instruments and must not interfere with asepsis, patient exams, or therapeutic communication.
- Any hair color that cannot be grown naturally is not permitted

**Facial Hair:**

- Beards and mustaches must be clean, trimmed to no longer than ½" in length, and neatly combed to maintain adequate asepsis and professional appearance.

**Makeup/fragrances:**

- Makeup must not be excessive, should conform to general body tones, and avoid extreme colors.
- Make up should be consistent with a polished, professional appearance.
- No perfume, cologne, or smell of smoking is permitted during clinical time.

**Fingernails:**

- Fingernails must be clean and may not be longer than one-quarter inch beyond tip of the finger.
- Nail polish (other than clear) and artificial nails, gels, or shellac are not permitted.

**Tattoos:**

- Tattoos and body art may need to be covered depending on individual clinical facility policies.



## **Program Dismissal Policy Statement**

Policy # 027

Radiologic Technology Program students may be dismissed from the program for any of the following reasons:

1. A third grade of “D” or less in any radiologic course.
2. A grade of “D” or less for a class that is repeated.
3. Students may only withdrawal from 1 course. A combination of a withdrawal and 2 failed courses will result in program dismissal.
  - Students who withdraw, or are unsuccessful, in a Radiologic Technology course are considered to be out of sequence. Continuation in the program is on a space available basis only.
4. Failure to meet the Code of Academic and Clinical Conduct standards.
5. Failure to meet financial obligations.
6. Any actions that also lead to dismissal from the University.

Note: Students who have been dismissed from the Radiologic Technology program are *not eligible* for readmission for 5 years following the date given approval by faculty and Spalding Administration.



## **Radiation Exposure Limits Policy Statement (Student vs. Occupational Exposure)**

Policy # 028

The Radiologic Technology Program is committed to protecting students, patients, faculty, staff, and the public from unnecessary radiation exposure by maintaining compliance with radiation safety standards established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), American Society of Radiologic Technologists (ASRT), Nuclear Regulatory Commission (NRC), and applicable state and federal regulations.

All students participating in energized laboratory procedures and clinical education must follow ALARA (As Low As Reasonably Achievable) principles to minimize radiation exposure through proper use of time, distance, and shielding.

Because radiologic technology students participate in clinical environments involving ionizing radiation, it is essential to distinguish between student exposure limits and occupational radiation exposure standards.

### **OCCUPATIONAL RADIATION EXPOSURE LIMITS**

Occupationally exposed radiation workers, including radiologic technologists and students participating in clinical education, are subject to annual dose limits established by federal radiation safety guidelines.

The annual occupational whole-body dose limit is:

- 5 rem (5,000 mrem / 50 mSv) per year

Additional occupational dose limits include:

- Lens of the eye: 15 rem (15,000 mrem / 150 mSv) per year
- Skin or extremities: 50 rem (50,000 mrem / 500 mSv) per year

Students are considered occupationally exposed only while participating in assigned energized laboratory procedures and clinical education under program supervision.

### **STUDENT RADIATION EXPOSURE EXPECTATIONS**

Although students may be classified under occupational exposure standards during clinical education, student exposure should remain significantly below maximum occupational limits whenever possible.

The program expectation is that student radiation exposure should remain well below federal limits and should reflect appropriate educational use, not routine occupational exposure.



Students are prohibited from:

- Holding patients during exposures except in true emergency situations when no alternative exists
- Holding image receptors during exposures except when absolutely necessary and under direct supervision
- Participating in unsafe radiation practices
- Remaining in the room unnecessarily during exposures

Declared pregnant students are subject to separate fetal dose limits in accordance with the program Pregnancy Policy and NRC guidelines.

### **PERSONNEL MONITORING**

All students must wear assigned dosimeters during:

- Energized laboratory activities
- All clinical assignments involving radiation exposure
- Portable radiography procedures
- Fluoroscopy participation
- Surgical/C-arm procedures

Dosimeters must be worn properly and may not be shared, altered, or intentionally exposed. Personnel monitoring reports will be reviewed quarterly by the Program Director and Clinical director.

### **ABNORMAL DOSIMETER READINGS**

Any abnormal dosimeter reading will result in the RSO meeting with the student to find cause. This is not corrective action, rather ensures that students are properly monitoring their radiation dose.

### **ALARA Investigation Level**

An investigation will be initiated whenever a student's reported radiation exposure exceeds 100 mrem (1.0 mSv).

### **Procedure**

1. The RSO reviews all dosimetry reports quarterly.
2. If a student's exposure exceeds the established ALARA investigation level:
  - The student will be notified within five business days.
  - The RSO will meet with the student to review radiation safety practices and clinical assignments.
  - An ALARA Investigation form (section III) will be completed documenting:
    - Clinical rotation assignment(s)
    - Fluoroscopy and surgical procedure participation

- Proper badge placement
  - Lead shielding utilization
  - Any unusual exposure circumstances
3. When appropriate, RSO will consult with the clinical instructor, and/or Program Director.
  4. Corrective actions may include:
    - Additional radiation safety education
    - Monitoring of clinical practices
    - Temporary modification of clinical assignments
    - Re-emphasis of ALARA principles including time, distance, and shielding.
  5. Documentation of the investigation and any corrective actions will be maintained in the student's program file.
  6. Exceeding an investigation level does not automatically indicate a regulatory violation; however, repeated or unexplained elevated exposures may result in additional review and intervention.

## **RADIATION SAFETY RESPONSIBILITIES**

Students are expected to:

- Practice proper collimation and shielding
- Use appropriate exposure factors
- Avoid unnecessary repeat imaging
- Follow repeat imaging direct supervision rules
- Report all radiation incidents immediately
- Comply with all facility radiation safety policies

Failure to comply with radiation exposure limits and safety expectations may result in disciplinary action and may affect the student's clinical standing in the program.

This policy supports ASRT Practice Standards, which require medical imaging professionals to provide safe patient care and maintain radiation exposure at the lowest reasonable level.

JRCERT Standards require programs to maintain health and safety policies that protect students and patients while ensuring safe clinical education environments.

ARRT professional expectations require students and radiologic technologists to uphold professional responsibility, patient safety, and radiation protection standards.



# Readmission and Progression Policy Statement

Policy # 029

The Progression Policy ensures that students are following the intended progression to successfully complete the Radiologic Technology Program.

## **Registration and Progression:**

Registers for courses each session as instructed by Radiologic Program Director.

Meets with financial aid and other departments as necessary regarding any questions related to student account payment or registration holds.

### **Note:**

Until all financial obligations to Spalding University are paid in full, students will not be able to:

1. Attend class, lab, or clinical after Week 1 of the session
2. Have their name submitted to KBMIRT for their temporary license or to the ARRT to sit for the exam
3. Receive transcripts or diplomas

## **Radiologic Technology Faculty Advisors:**

Meet with students once per session and as the situation dictates. Advise in course sequencing, policies regarding program progression, and options available to students who are unsuccessful in or cannot complete a course (for example due to illness or injury).

To progress in the program, students must:

1. Earn a grade of "C" or higher in each Radiologic Technology course including Clinical Practicum courses.
2. Demonstrate clinical competency.
3. Comply with all academic integrity policies.

Note: Radiologic Technology courses may only be taken in the approved sequence as established by the program of study, unless permitted by the Program Director.

## **Course Withdrawals:**

Students may withdraw from 1 course following the university procedure. Withdraw dates are included in the syllabus for each course.

Students must meet with Program director to discuss the appropriateness of this option.

Students who withdraw, or are unsuccessful, in a Radiologic Technology course are considered to be out of sequence. Continuation in the program is on a space available basis only.



Note: A student may withdraw from only one Radiologic Technology course, with a second withdraw in any course resulting in dismissal from the program in combination with 2 course failures (less than a 'C' grade). A request for a subsequent withdraw, in the same or future session, will be reviewed on a case-by-case basis and only permitted in emergency situations.

The Radiologic Technology Program is not required to hold a spot for students who withdraw from courses and request to return at a later date

**Programmatic Withdrawal:**

Students requesting to withdraw from the program must:

1. Meet with Program Director
2. Request in writing their desire to reenter the program at a later date.

To qualify for a leave of absence in good standing, students must:

- a. Not have earned less than a "C" in any Radiologic Technology course.
- b. Students must return to the program within one academic year of withdrawal, or the student will be reclassified as a new admission and must *reapply* to the program for re-admission.
- c. A plan for return must be made in writing at the time of the withdrawal.

Program director:

- A. Reviews student files to determine new progression plans for students out of sequence due to course failure, incomplete courses, and withdrawals.
- B. Shares proposed plan with faculty at APG Committee meeting (APG=Admission, Progression, Graduation committee) .
- C. Meets with student to review plan, answer questions, and obtain signature confirming receipt and understanding of new program progression.
- D. Document communication with student and add progression plan to student file.

**Repeating a Radiologic Technology course:**

- A. Students repeating a Radiologic Technology course due to course failure or withdrawal may repeat *only one* Radiologic Technology course.
- B. No repeat Radiologic Technology courses will be accepted from outside of Spalding University.

**Requesting Reentry to the Program:**

- A. Students who have fallen out of progression may request reentry into the radiologic technology program if they have:
  1. Left the program unrelated to academic progression.

2. Been unsuccessful in only one Radiologic Technology course and could not progress in the program due to factors unrelated to academic progression.
  - a. Students returning from a leave of absence must consider multiple variables:
    - i. Students who have been absent from the clinical setting for a period of longer than six months could be required to successfully complete a skills assessment prior to returning or potentially repeat Clinical Practicum courses.
    - ii. If more than a year has passed since the last class was taken, an applicant will be required to meet all current admission and graduation requirements.
    - iii. Dependent on courses completed, after two academic years, the student will be required to repeat previously taken Radiologic Technology courses (including clinical practicum courses) and enroll in any new courses established for the Radiologic Technology program.
    - iv. Students wishing to return following a leave of absence must submit a letter of explanation specifically identifying the desire to return to program of study.

Note: Students who have been dismissed from the Radiologic Technology program are *not eligible* for readmission for 5 years following the date given approval by faculty and Spalding Administration.

**Program Director Review of request:**

1. Receive and review student's letter of intent to return to the Radiologic Technology Program.
2. Consider prior academic record and reason for leave of absence.
3. Review current enrollment and determine if there is adequate space for the student.
4. Communicate decision on readmission.
5. If approved to return to the program, establish a progression plan and communicate with student.



## **Repeat Imaging/Image Rejection Policy Statement**

Policy # 030

The Radiologic Technology Program is committed to minimizing unnecessary radiation exposure to patients while maintaining diagnostic image quality and supporting student clinical education. In accordance with standards established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), American Registry of Radiologic Technologists (ARRT), American Society of Radiologic Technologists (ASRT), and applicable radiation safety regulations, all repeat imaging and rejected radiographs must be managed with strict supervision and adherence to ALARA (As Low As Reasonably Achievable) principles.

Repeat imaging increases patient radiation exposure and must only be performed when medically necessary to obtain diagnostic-quality images. Students are expected to use proper positioning, exposure selection, communication, and image evaluation skills to reduce the need for repeated examinations.

### **REPEAT IMAGING REQUIREMENTS**

All repeat radiographs performed by students must be completed under direct supervision regardless of the student's competency status.

Direct supervision requires the qualified radiographer to:

- Review the original image and determine the medical necessity for repeat imaging
- Evaluate the cause of the rejected image
- Be physically present during the repeat exposure
- Assist with correction of positioning, technical factors, or patient care concerns
- Review the repeated image for diagnostic acceptability

Students may not independently decide to repeat an image without consultation and approval from the supervising technologist.

### **IMAGE REJECTION ANALYSIS**

When an image is rejected, the student must participate in image review and rejection analysis to support learning and quality improvement.

Common causes for repeat imaging may include:

- Positioning errors
- Motion artifact
- Incorrect exposure technique
- Improper collimation
- Patient preparation issues
- Incorrect patient identification
- Equipment-related issues



Students are expected to identify the cause of the rejected image and demonstrate corrective action prior to repeating the examination.

### **QUALITY ASSURANCE AND DOCUMENTATION**

Clinical instructors and supervising technologists should review repeat imaging patterns to identify educational opportunities and maintain quality assurance standards.

The program may require documentation of repeated examinations for:

- Competency review
- Student remediation
- Radiation safety monitoring
- Clinical performance evaluation

Frequent repeat imaging may result in additional supervision, remediation plans, or competency reassessment.

### **RADIATION SAFETY EXPECTATIONS**

Students must consistently apply ALARA principles by minimizing repeat exposures through:

1. Accurate patient identification
2. Clear patient communication and instruction
3. Proper positioning and centering
4. Appropriate exposure factor selection
5. Effective shielding and collimation
6. Careful image evaluation prior to patient release

Reducing repeat imaging is a critical component of patient safety, professional accountability, and radiation protection.

### **DISCIPLINARY ACTION**

Failure to follow repeat imaging supervision requirements, unauthorized repeat exposures, or disregard for radiation safety policies may result in disciplinary action and may affect the student's clinical standing in the program.

This policy supports ASRT Practice Standards, which require radiologic professionals to perform procedures safely, accurately, and ethically while minimizing unnecessary patient exposure.

JRCERT Standards specifically require direct supervision for all repeat radiographs regardless of competency status and require programs to maintain safe clinical education environments.

ARRT Standards of Ethics require students and radiologic technologists to uphold professional responsibility, patient safety, and competency-based practice.



## **Service-Learning Policy**

Policy #031

### **Scope**

Spalding University Radiologic Technology students, faculty, and staff.

### **Policy Statement**

Radiologic Technology students are required to complete 20 service-learning hours to graduate.

### **Reason for Policy**

Service learning is an important part of educational curriculums across the country and is intended to integrate organized community service and academic instruction.

### **Procedures**

#### Goals of Service Learning

Three goals are common to all service-learning projects:

- a. The service meets some actual needs of the community
- b. Students are aware of, and are able to achieve, specific learning objectives
- c. Students have an opportunity for reflection-the time to think through the experience and connect the service with course materials.

Through participation in service-learning activities, students will have the opportunity to:

- a. Assist others in need and learn from individuals who are different in age, economic means, education, physical ability, background, culture, and/or ethnicity.
- b. Examine values, attitudes, and beliefs of the world.
- c. See the surrounding communities and beyond as part of your classroom for learning.
- d. Develop leadership skills.
- e. Gain experience in an academic or future career field while making a difference in the lives of others.
- f. Develop and experience community with and among other student service learners as well as with other people you serve.
- g. Develop a lifelong habit of service, a concern for others, and an understanding of social justice. Outside the learning merits, service learning also fosters empathy, awareness, personal values, self-confidence, and social responsibility. Participation in all types of service develops important characteristics of good civic-minded citizens and radiologic technologists.

| Responsible Party | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Comments                                                                                                                                       |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Student           | <ol style="list-style-type: none"> <li>1. Radiologic Technology students complete 20 service learning hours in order to graduate.</li> <li>2. Contacts the radiologic technology program faculty advisor regarding questions about service learning opportunities, interests, and desires.</li> <li>3. Completes Service Learning hours outside of scheduled class, lab, or clinical time.</li> <li>4. May utilize facilities outside of the radiologic technology program options to earn service hours.</li> </ol> | Service Learning opportunities are sent to all students as they become available through the Radiologic Technology Program.                    |
| Student           | Fulfills all service learning commitments in accordance with the radiologic technology program Professionalism & Attendance Policy (Policy # fill this in)                                                                                                                                                                                                                                                                                                                                                           | In the event that an absence is necessary, the student is responsible for notifying the contact person and finding a replacement, if possible. |
| Student           | <p>Is responsible for keeping records and storing all documents related to Service Learning hours.</p> <p>Discuss activities with their Faculty Advisor during meetings.</p>                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                |
| Faculty Advisor   | <p>Reminds students periodically about completion of service learning hours.</p> <p>Includes reminders in Program/Student updates.</p>                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                |
| Student           | <ol style="list-style-type: none"> <li>1. Is responsible to have the Service-Learning Site Verification Form signed by the contact person at the agency where the service learning hours are performed documenting the service hours at that site.</li> <li>2. Is responsible to complete the Student Log of Service-Learning Hours and have the form signed by the Radiologic Technology</li> </ol>                                                                                                                 | Final submission of service learning documents will occur in the last session of the program.                                                  |

|  |                                                                                                                                                                                                                                                                                                               |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <p>Program Faculty Advisor upon verification of hours.</p> <p>3. Is responsible for completing the Service-Learning Journal including four objectives and a space to write about the service-learning experience and have the form signed by the student's radiologic technology program Faculty Advisor.</p> |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|



## Student Appeals Policy Statement

### Policy # 032

The purpose of the Student Appeals Policy and Procedure is to provide equitable and orderly processes by which to request reconsideration of an academic decision. Students are responsible for their academic choices and for meeting the standards of academic performance established for each course in which they enroll. Faculty are responsible for establishing methods and criteria for evaluation and evaluating a student's performance in learning contracts, courses, final projects, exams, prior learning assessments, etc.

Evaluations of students, awards of academic credit and other academic judgments are based upon academic performance and the application of relevant academic policies. The student, faculty, and decision-maker involved in the appeal have a right to a meaningful opportunity to be heard and to respond to information and documentation presented.

Radiologic Technology students may appeal an academic decision if:

- They believe that academic judgement was unfair based on adequate evidence.
- They believe that the Radiologic Technology academic policies and procedures were not followed or were applied incorrectly.

Students, faculty, and staff must follow the procedural steps as outlined below for the appeals process.

| Appeal Process for Disagreement with a Final Grade                     |                    |                                                                                                                                       |                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Time Frame                                                             | Responsible Person | Action                                                                                                                                | Comment                                                                                                                                                                                                                                |
| Within <b>5 business days</b> of receiving the final grade in question | Student            | 1. Raises the matter with the course faculty member.<br>2. Provides the concerns in writing prior to meeting with the faculty member. | Discussion may include, but is not limited to:<br>1. Review of course expectations<br>2. Use of available resources to analyze the grading criteria<br>3. Inclusion of the student perspective<br>4. Faculty rationale for final grade |
| Within <b>2 business days</b> after the above discussion is completed  | Faculty            | 1. Writes a confirmation that                                                                                                         | NOTE: Refusal of the student to sign/or the confirmation document                                                                                                                                                                      |

|  |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                         |
|--|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
|  |         | <p>the conversation occurred between the faculty and student about the student's concern and that the student had an opportunity to express their perspective.</p> <p>2. Provides a copy to the student.</p> <p>3. If the conversation is in person, the student will sign a form confirming the discussion occurred.</p> <p>4. If the conversation is not in person, an email will be sent to the person requesting confirmation that the discussion occurred.</p> | does not prevent the progression of the appeal process. |
|  | Faculty | Will make 3 documented attempts to contact the student. If there is no response from the student, the faculty will render a decision based on all other                                                                                                                                                                                                                                                                                                             |                                                         |

|                                                  |         | available information.                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------|---------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Within <b>5 business</b> days of the interaction | Faculty | Decide on the appeal and communicate the decision to the student through either email or postal mail. | <p><b>NOTE:</b></p> <p>If the final course grade prohibits the continuation in a course sequence, the student may not register or attend sequential classes.</p> <p>In instances where the final course grade results in termination from a program /dismissal from the University, the student will not register or attend any further classes and will be withdrawn from current courses.</p> <p>Radiologic Technology Program: In instances where program dismissal occurs in the middle of a session students will not be allowed to attend any course activities (I.e. lab, lecture, clinical).</p> <p>In the event of a course failure being the first unsuccessful attempt, the student can attend additional enrolled courses, but not the one related to the failure</p> |

|                                                                                                                    |                                                |                                                                                                                                                                   |                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Within <b>2 business days</b> of the faculty decision                                                              | Student seeking to continue the appeal process | Presents the appeal in writing to the Radiologic Technology Director.                                                                                             | Notes: Directors reserve the right to send appeal to the following committees for recommendation if needed: The Admissions and Progressions Committee. |
| Within <b>10 business days</b> of receiving the written appeal                                                     | Program Director                               | Reviews the appeal documentation and/or recommendation from appropriate committees and responds in writing to the student either accepting or denying the appeal. |                                                                                                                                                        |
| <b>Appeal Process for Disagreement with Dismissal</b>                                                              |                                                |                                                                                                                                                                   |                                                                                                                                                        |
| Within the <b>2 business days</b> following notification of discipline or program findings resulting in dismissal. | Student                                        | Presents the appeal in writing to the Radiologic Technology Director for review.                                                                                  |                                                                                                                                                        |
|                                                                                                                    | Program Director                               | Directors will send appeal to the following committees for recommendation:<br><br>—The Admissions and Progressions Committee.                                     |                                                                                                                                                        |

|                                                                                                                                                                         |                                                |                                                                                                                                                                                              |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                                                                                                         | Designated Committee                           | Provides a recommendation within 5 business days to the Program Director                                                                                                                     |  |
| Within <b>10 business days</b> of receiving the written appeal                                                                                                          | Program Director                               | Reviews the appeal documentation and/or recommendation from appropriate committees and responds in writing to the student either accepting or denying the appeal.                            |  |
| Only after these steps are completed for either appeal of final grade or program dismissal, if the student wishes to appeal further, the following steps must be taken. |                                                |                                                                                                                                                                                              |  |
| Within <b>5 business days</b> of confirmed delivery of the Program Director written decision                                                                            | Student seeking to continue the appeal process | Requests in writing that all written documentation of the appeal process be forwarded to the Radiologic Technology Director. May add further information if pertinent to the appeal process. |  |
| Within <b>10 business days</b> of the receipt of the written appeal                                                                                                     | Program Director                               | Reviews the appeal documentation and responds in writing to the student either                                                                                                               |  |

|                                                                                                                                               |                         |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                               |                         | accepting or denying the appeal.                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| In cases where the Director may be part of the complaint or if the student wishes to take the appeal further.                                 |                         |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Within <b>10 business days</b> of the receipt of the written appeal                                                                           | The appropriate SU dean | Reviews the appeal documentation and responds in writing to the student either accepting or denying the appeal. | The dean's decision is the final step in the appeal process— and that decision is final.<br>NOTE:<br>If the final course grade prohibits continuation in a course sequence, the student may not register or attend sequential classes.<br>In instances where the final course grade results in termination from a program /dismissal from the University, the student will not register or attend any further classes and will be withdrawn from current courses. |
| All appeals must be completed <b>within 45 business days</b> of the initial discovery/disagreement as indicated in Spalding University policy |                         |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Documentation                                                                                                                                 |                         |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                               | Program Director/       | Ensures that all appeal documentation is placed in the student's file                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|  |                  |                                                                                                                                                                     |  |
|--|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |                  | and remains until the student graduates or for a period that does not exceed 3 years.                                                                               |  |
|  | Program Director | Notifies the registrar of any dismissal or ineligible to enroll students. Maintain a log of any students with appeals or dismissals per academic year in EagleDocs. |  |



# **Student Code of Academic Clinical Conduct**

Policy # 033

## **Purpose**

The Radiography Program is committed to preparing competent, ethical, and professional radiologic technologists who demonstrate integrity, accountability, respect, and professionalism in both the academic and clinical environments.

Students are expected to conduct themselves in a manner consistent with the values of Spalding University, the healthcare profession, the American Registry of Radiologic Technologists (ARRT), the American Society of Radiologic Technologists (ASRT), and all affiliated clinical education centers.

Failure to comply with this policy may result in disciplinary action up to and including dismissal from the program.

## **Scope**

This policy applies to all students enrolled in the Radiography Program while participating in:

- Classroom instruction
- Laboratory activities
- Simulation experiences
- Clinical education assignments
- University-sponsored events
- Community outreach activities
- Virtual learning environments
- Any activity representing the Radiography Program

## **Policy Statement**

Students are expected to demonstrate professional behavior that promotes patient safety, ethical decision-making, academic honesty, and respect for patients, faculty, staff, classmates, and healthcare professionals.

Professional conduct is expected at all times regardless of location or supervision.

## **Clinical Conduct**

Students shall:

- Place patient safety above all other considerations.
- Practice within their educational level and under appropriate supervision.
- Follow all ARRT clinical competency requirements.
- Comply with all JRCERT supervision standards.
- Follow clinical affiliate policies.

- Maintain patient confidentiality.
- Demonstrate compassion, empathy, and professionalism.
- Arrive prepared and on time.
- Accept constructive feedback professionally.
- Report errors immediately.
- Use proper radiation protection principles (ALARA).
- Wear the required clinical uniform and dosimeter.
- Display university identification and clinical identification at all times.

Students shall not:

- Perform procedures beyond their competency level.
- Perform examinations without required supervision.
- Falsify clinical documentation.
- Misrepresent completed competencies.
- Leave assigned clinical areas without permission.
- Use cell phones for personal purposes in patient care areas.
- Engage in gossip or disrespectful discussions regarding patients or coworkers.
- Access patient records without a legitimate educational purpose.
- Photograph patients or protected health information.
- Remove confidential information from the clinical site.

### **Professional Behavior Expectations**

Students are expected to demonstrate:

- Integrity
- Accountability
- Respect
- Compassion
- Professional communication
- Dependability
- Ethical behavior
- Teamwork
- Cultural sensitivity
- Emotional maturity
- Adaptability
- Lifelong learning

Professional behavior includes:

- Accepting responsibility for actions
- Following directions from faculty and clinical instructors
- Maintaining composure during stressful situations
- Demonstrating initiative
- Seeking assistance when appropriate
- Maintaining a positive learning attitude

**Patient Rights**

Students shall respect every patient's right to:

- Privacy
- Dignity
- Informed consent
- Confidentiality
- Safe care
- Respect regardless of race, religion, ethnicity, gender, sexual orientation, disability, age, socioeconomic status, or cultural background

**Confidentiality**

Students must comply with:

- HIPAA regulations
- Clinical affiliate confidentiality policies
- University privacy policies

Patient information may only be accessed when directly involved in patient care or assigned educational activities.

Violation of patient confidentiality may result in immediate removal from the clinical setting and disciplinary action.

**Violations**

Examples include but are not limited to:

**Clinical Violations**

- Unsafe patient care
- HIPAA violations
- Breach of confidentiality
- Falsifying competencies
- Performing procedures without supervision
- Repeated unexcused absences
- Failure to follow radiation safety procedures
- Disrespect toward patients or staff
- Refusal to follow faculty or clinical instructor direction

**Professional Violations**

- Harassment
- Discrimination
- Bullying
- Dishonesty
- Unprofessional communication



- Substance impairment
- Criminal conduct affecting clinical placement

### **Disciplinary Action**

Violations may result in one or more of the following:

- Verbal counseling
- Written warning
- Professional behavior improvement plan
- Clinical probation
- Academic probation
- Removal from the clinical site
- Course failure
- Suspension
- Dismissal from the Radiography Program

Serious violations involving patient safety or unethical conduct may result in immediate dismissal.

### **Student Due Process**

Students have the right to:

- Receive written notification of alleged violations.
- Meet with program officials.
- Present information regarding the incident.
- Appeal disciplinary decisions according to University policy.



# Student Health/Physical Exam Policy

Policy # 034

## Scope

Spalding University Radiologic Technology Program, faculty, and staff.

## Policy Statement

Students must submit a completed physical exam upon program admission. Students must obtain medical clearance from their provider following a medical condition such as illness, injury, pregnancy, and birth.

## Reason for Policy

The purpose of this policy is to confirm compliance with clinical facility requirements that ensure the safety, health, and wellbeing of the student, patients, and community.

## Procedures

| Responsible Party                                                             | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Comments                                                                                                                                                        |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Radiologic Technology Administration/<br>Clinical Director/<br>Faculty/ Staff | Provide information on physical exam requirements at Radiologic Technology Program orientation. Provide Student Health/Physical Exam form to students.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Physical exam required upon program start and with any pertinent medical changes.                                                                               |
| Program Director/<br>Clinical Director                                        | Communicate any changes to requirements to students in writing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                 |
| Student                                                                       | <ul style="list-style-type: none"> <li>A. Schedule an appointment for a physical exam</li> <li>B. Request that the provider completing the exam fills out the Student Health/Physical Exam form</li> <li>C. Upload the form to the CastleBranch account by the due date</li> <li>D. Follow up with all parties to ensure medical clearance and all appropriate and necessary accommodations are in place               <ul style="list-style-type: none"> <li>a. Student's provider</li> <li>b. Center for Accessibility and Learning Equity (CALE)</li> <li>c. Program Director</li> <li>d. Clinical director</li> </ul> </li> </ul> | Students are responsible for all costs associated with personal healthcare. Students may schedule this appointment at Eagle Care Clinic on campus as available. |

|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                   | e. Course Faculty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| Radiologic Technology Administration/<br>Clinical Director        | Drop students that are not in compliance with the Radiologic Technology Program Student Health/Physical Exam Policy by the first Friday of each radiologic technology course in which they are enrolled.                                                                                                                                                                                                                                                                                                                                                                  |  |
| Student experiencing a medical condition/event during the program | <p>A. Promptly report change in medical status to the Program Director and course faculty.</p> <p>B. Must receive a full medical release (without restrictions) from healthcare provider to resume clinical and lab. The provider performing the exam should complete the <i>Release for Radiologic Technology students to Return to Clinical Courses</i> form in its entirety.</p> <p>C. Submit form to Program Director for inclusion in student file.</p> <p>D. Coordinate any absences with course faculty. The student professionalism policy remains in effect.</p> |  |
| Radiologic Technology Administration/<br>Faculty                  | Track student schedule changes and maintain documentation. Discuss progression options with students who are unable to meet course and/or program requirements.                                                                                                                                                                                                                                                                                                                                                                                                           |  |

Attachment(s): See Section III - Forms

Student Health/Physical Exam Form

Release for Radiologic Technology Students to Return to Clinical Courses



# **Trajecsys Reporting System Policy**

Policy #035

## **Trajecsys Reporting System**

Students are required to utilize the Trajecsys Reporting System. The cost of this reporting system is paid by the Radiologic Technology Program lab fees. The fee includes system access for the length of the professional program.

Throughout the clinical requirements of this handbook, specific mention of the Trajecsys Reporting System can be found. Students will utilize this system to:

- Access the system daily for clinical announcements / updates, clinical documents, etc.
- Clock In/Out from clinical
- Enter Daily Log Sheets of all work/exams done in the clinical setting
- Access and review completed monthly evaluations and specialty rotation evaluations
- Submit clinical preceptor and clinical site evaluations.
- Access COVID-19 forms
- Fill out and submit CTO forms

## **Using Trajecsys**

All users must first register in the system by selecting the “Registration” link at <https://www.trajecsys.com/> and completing the required information. Once this has been entered, the Clinical Director will add each registrant to the system. Following this step, complete access will be granted. Orientation for this system will be completed prior to attending clinic during Clinical Orientation.

Students are required to enter all exams performed at clinic in the Daily Log Sheet section. Students are advised to complete this immediately following clinical each day. You are encouraged to write the pertinent information on a separate piece of paper until you can enter the information into the Daily Log Sheet area. All fields within the log sheet must be completed. Failure to maintain daily log sheets will result in a delay in achieving clinical competence.

Instances of entering false data will be considered falsification of records, resulting in disciplinary action, including possible dismissal from the professional program.

The following forms must be completed by the student no later than the last day of the clinical rotation:

- Clinical Site Orientation \*Should be completed on the first day of the rotation\*
- Evaluation of Clinical Setting
- Evaluation of Clinical Preceptor

Clinical preceptors and evaluators will complete the Clinical Rotation evaluation no later than 3 days after the end of a student’s rotation.



## **Clinical Make-Up Lab Policy**

Policy #036

### **Purpose**

The Clinical Make-Up Lab is designed to provide students with a structured educational experience when scheduled clinical hours are missed due to an official Spalding University closure or holiday. The make-up lab allows students to maintain progress toward required clinical course hours while reinforcing clinical skills, critical thinking, patient care, and radiographic procedures.

### **Policy**

Students who miss assigned clinical hours due to an official Spalding University holiday or closure may be scheduled to attend a Clinical Make-Up Lab. The Clinical Make-Up Lab will be supervised by program faculty and consist of activities that support clinical learning objectives and student competency development.

Participation in the Clinical Make-Up Lab is considered a required component of the clinical course when necessary.

### **Learning Activities**

Activities may include, but are not limited to:

#### **Radiographic Positioning**

- Routine radiographic positioning practice
- Trauma positioning simulations
- Mobile radiography procedures
- Surgical C-arm positioning
- Specialty projections
- Mock competency assessments

#### **Patient Care**

- Patient transfer techniques
- Wheelchair and stretcher transport
- Infection control procedures
- Vital signs assessment
- Patient communication scenarios
- Patient identification and verification exercises

#### **Image Evaluation**

- Image critique and analysis
- Repeat/reject image evaluation
- Exposure factor selection
- Anatomical structure identification
- Pathology case review

**Clinical Simulations**

- Emergency department scenarios
- Mobile radiography simulations
- Trauma imaging scenarios
- Clinical workflow exercises
- Radiation safety exercises
- Professional communication activities

**Professional Development**

- Ethics case studies
- Quality assurance activities
- Clinical documentation exercises
- ARRT and professional practice discussions
- Career readiness activities

**Attendance**

Students are expected to attend all scheduled Clinical Make-Up Lab sessions. Failure to attend a scheduled make-up lab will be treated according to the program's attendance policy and may result in additional make-up requirements.

**Documentation**

Faculty will maintain documentation of:

- Student attendance
- Date and length of activity
- Learning objectives addressed
- Competencies practiced
- Faculty supervision

**Evaluation**

Students will be evaluated based on:

- Participation
- Professional conduct
- Completion of assigned activities
- Demonstrated competency and critical-thinking skills
- Achievement of stated learning objectives

**Limitation**



Clinical Make-Up Lab activities are intended to supplement clinical education and satisfy clinical course attendance requirements resulting from university closures. Students must still meet all clinical competency requirements and successfully complete required clinical experiences as outlined in the Radiologic Technology Program Handbook.

## Section III-Program Forms





## **Academic Integrity Statement Form**

Dishonesty, cheating and plagiarism will not be tolerated and will result in a grade of **zero (0)** for the assigned work. If further instances occur during the professional educational program, it will be considered grounds for dismissal from the program, since such behaviors are inconsistent with being a professional and providing services to others.

The following are among the forms of dishonesty to which the above sanction applies:

1. Use of books, notes, or other materials during an examination or quiz, unless expressly permitted by the faculty.
2. Copying others work or unauthorized cooperation during assignments or examinations. Sanctions will apply to all individuals involved in collusion.
3. Use of purchased essays, reports, or other written material for submission as assignments.
4. Submission of work originally done by someone else – this includes published and unpublished work (this includes classmates).
5. Submission of the same work in more than one course without prior written approval from the instructor(s) involved.
6. Falsifying or fabricating the need for extension on papers or examinations.

**By my signature, I acknowledge receipt of this integrity statement and the consequences associated with non-compliance.**

---

**Student Printed Name**

---

**Student Signature**

---

**Date**



## Class Representative Acknowledgment Form

Student Name: \_\_\_\_\_

Cohort: \_\_\_\_\_

Date: \_\_\_\_\_

### Purpose of the Class Representative Role

Class representatives are selected by their cohort to serve as a liaison between students and program faculty. This role supports communication, professional development, and continuous program improvement.

### Roles and Responsibilities

By accepting the role of class representative, I acknowledge that I am expected to:

- Communicate student questions, concerns, and feedback to program faculty in a professional and respectful manner
- Share program updates, announcements, and clarifications accurately with classmates
- Participate in scheduled meetings with program officials, as applicable
- Assist in identifying trends or concerns related to didactic and clinical education
- Encourage constructive, respectful, and professional communication among peers

### Confidentiality and Professionalism

I understand that, in this role, I may be exposed to sensitive or confidential information, including student concerns or program discussions. I agree to:

- Maintain confidentiality when information is identified as private or sensitive
- Share only appropriate and necessary information with classmates
- Avoid discussing confidential matters outside of appropriate channels
- Uphold professionalism consistent with program expectations and clinical standards

Failure to maintain confidentiality or professionalism may result in removal from the role.

### Benefits and Program Commitment

I understand that the class representative system:

- Promotes effective communication between students and faculty
- Supports student involvement in program evaluation and continuous improvement
- Helps prepare the program for accreditation processes
- Encourages leadership and professional skill development

I acknowledge that the program values student feedback and will review input provided through this role as part of ongoing program assessment.

### Acknowledgment



By signing below, I confirm that I understand and agree to fulfill the responsibilities and expectations of the class representative role, including maintaining confidentiality and professionalism.

**Student Signature:** \_\_\_\_\_

**Program Faculty/Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **Clinical Site Incident Notification Form**

Date: \_\_\_\_\_

Clinical Site: \_\_\_\_\_

Reported By: \_\_\_\_\_

Student Involved: \_\_\_\_\_

Type of Incident:

☐ Patient Safety Concern

☐ Student Injury

☐ Professional Conduct

☐ HIPAA Violation

☐ Radiation Safety Concern

☐ Attendance/Clinical Violation

☐ Other: \_\_\_\_\_

Summary of Incident:

---

---

---

---

---

Immediate Action Taken by Clinical Site:

---

---

---

---

Was Student Removed from Clinical Assignment?

☐ Yes

☐ No

If yes, explain:

---

---

---

Clinical Site Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **EMR Access Agreement Form**

### **Student Agreement**

#### **Electronic Medical Record Access and Confidentiality Agreement**

I understand that during my clinical education I may be granted access to confidential patient information through electronic medical record systems and other healthcare information systems.

I acknowledge and agree that:

- ☐ I will access patient information only as necessary to perform assigned educational and patient care responsibilities.
- ☐ I will maintain the confidentiality of all patient information.
- ☐ I will comply with HIPAA requirements and all clinical site privacy policies.
- ☐ I will not access records of patients for whom I have no legitimate educational or clinical responsibility.
- ☐ I will not access my own medical record, the records of family members, friends, coworkers, faculty, or classmates unless authorized through established facility procedures.
- ☐ I will not share passwords or allow another individual to use my login credentials.
- ☐ I will immediately report any suspected privacy or security breach.
- ☐ I understand that violations may result in disciplinary action, dismissal from the program, loss of clinical privileges, and/or legal consequences.

By signing below, I acknowledge that I have read, understand, and agree to comply with this Electronic Medical Record Access and Confidentiality Agreement.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_



## **Equipment Malfunction and Safety Concern Report Form**

Date of Report: \_\_\_\_\_

Student Name: \_\_\_\_\_

Clinical Site / Laboratory: \_\_\_\_\_

Department / Room Number: \_\_\_\_\_

### **Supervising Technologist / Instructor Notified:**

\_\_\_\_\_  
\_\_\_\_\_

### **Equipment Involved:**

- ☐ Portable X-ray Unit
- ☐ General Radiography Room
- ☐ Fluoroscopy Equipment
- ☐ C-Arm
- ☐ Mobile C-Arm
- ☐ DR Detector / Image Receptor
- ☐ CR Reader
- ☐ Shielding Equipment
- ☐ Other: \_\_\_\_\_

Manufacturer / Equipment ID (if known):

\_\_\_\_\_  
\_\_\_\_\_

### **TYPE OF ISSUE**

- ☐ Exposure Switch Malfunction
- ☐ Equipment Movement Issue
- ☐ Electrical Concern
- ☐ Image Receptor / Detector Malfunction
- ☐ Radiation Safety Concern
- ☐ Fluoroscopy Operational Issue
- ☐ C-Arm Operational Issue
- ☐ Damaged Shielding / Lead Apparel
- ☐ Error Message / Software Issue
- ☐ Mechanical Failure
- ☐ Other: \_\_\_\_\_

### **DESCRIPTION OF MALFUNCTION OR SAFETY CONCERN**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**IMMEDIATE ACTION TAKEN**

- ☐ Equipment use stopped immediately
- ☐ Supervising technologist notified
- ☐ Clinical instructor notified
- ☐ Facility engineering/biomedical department notified
- ☐ Alternate equipment utilized
- ☐ Radiation safety officer notified
- ☐ Other: \_\_\_\_\_

**WAS ANY PERSON INJURED OR EXPOSED TO A SAFETY RISK?**

- ☐ Yes
- ☐ No

If yes, explain:

---

---

---

**WAS PATIENT CARE IMPACTED?**

- ☐ Yes
- ☐ No

If yes, explain:

---

---

---

**FOLLOW-UP / CORRECTIVE ACTION**

---

---

---

**AUTHORIZED PERSON CLEARING EQUIPMENT FOR USE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date Cleared: \_\_\_\_\_

**SIGNATURES**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor / Technologist Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director / Clinical director Review (if required): \_\_\_\_\_

Date: \_\_\_\_\_



## **Fitness for Duty Evaluation Form**

### **Observed Behavior/Reasonable Suspicion Record**

|                                                                                                               |                                                                                          |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Student's Name _____<br><br>Student ID Number _____<br><br>Department _____<br><br>Location of Incident _____ | Date Observed: _____<br><br>Time Observed:<br>From _____ a.m / p.m<br>To _____ a.m / p.m |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|

|                                                                                                                                            |                                                                                   |                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The above-named student was observed exhibiting the following behaviors:                                                                   |                                                                                   |                                                                                                                                                                     |
| <b>WALKING/BALANCE:</b>                                                                                                                    | <b>SPEECH:</b>                                                                    | <b>ACTIONS:</b>                                                                                                                                                     |
| Stumbling<br>Swaying<br>Sagging at knees<br>Staggering<br>Unsteady<br>Feet wide apart<br>Falling<br>Holding on<br>Unable to stand<br>Rigid | Shouting<br>Slurred<br>Whispering<br>Slobbering<br>Slow<br>Incoherent<br>Rambling | Resisting communications<br>Fighting/insubordinate<br>Hyperactive<br>Insulting<br>Profanity<br>Crying<br>Hostile<br>Threatening<br>Indifferent<br>Drowsy<br>Erratic |
| <b>EYES:</b>                                                                                                                               | <b>FACE:</b>                                                                      | <b>APPEARANCE/CLOTHING:</b>                                                                                                                                         |
| Bloodshot<br>Droopy<br>Watery<br>Closed<br>Dilated<br>Wearing sunglasses<br>Glassy                                                         | Flushed<br>Pale<br>Sweaty                                                         | Disheveled<br>Having odor<br>Messy<br>Stains on Clothing<br>Dirty<br>Partially dressed                                                                              |
| <b>BREATH:</b>                                                                                                                             | <b>MOVEMENTS:</b>                                                                 | <b>EATING/CHEWING:</b>                                                                                                                                              |
| Alcoholic odor<br>Faint alcohol odor<br>No alcohol odor<br>Marijuana odor                                                                  | Fumbling<br>Hyperactive<br>Jerky<br>Slow<br>Nervous                               | Gum<br>Mints<br>Candy<br>Tobacco<br>Other                                                                                                                           |
| <b>ILLNESS:</b>                                                                                                                            |                                                                                   |                                                                                                                                                                     |
| <ul style="list-style-type: none">Fever</ul>                                                                                               | <ul style="list-style-type: none">Vomiting</ul>                                   | <ul style="list-style-type: none">Diarrhea</ul>                                                                                                                     |



Describe Specifics:

---

---

---

Reasonable suspicion determined for: ☐ Alcohol ☐ Drugs ☐ Other

Did student admit to using drugs and/or alcohol? ☐ Yes ☐ No

If yes, when: \_\_\_\_\_

substance: \_\_\_\_\_

how much: \_\_\_\_\_

where taken: \_\_\_\_\_

-----

Action taken: ☐ Student sent home ☐ Student send for a urine screening ☐ Other

Clinical Instructor:

|                       |                    |                          |
|-----------------------|--------------------|--------------------------|
| _____<br>Printed Name | _____<br>Signature | _____<br>Date Time am/pm |
|-----------------------|--------------------|--------------------------|

|                       |                    |                          |
|-----------------------|--------------------|--------------------------|
| _____<br>Printed Name | _____<br>Signature | _____<br>Date Time am/pm |
|-----------------------|--------------------|--------------------------|

***Scan and send completed form to Spalding University  
Radiologic Technology Program Director.***



## **Incident Report Form Witness Statement**

*Assuring excellence in radiography practice through innovation in radiologic  
technology education*

### **INCIDENT REPORT FORM WITNESS STATEMENT**

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Detailed Description of event:

---

---

---

---

---

---

---

---

---

---

The above is a true recollection of the named incident.

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



## **Program Documentation and Corrective Action Form**

Student Name: \_\_\_\_\_

Date of Incident Review: \_\_\_\_\_

Incident Type: \_\_\_\_\_

Related Form Completed:

- ☐ Injury Report
- ☐ Radiation Incident Report
- ☐ Clinical Site Notification
- ☐ Other: \_\_\_\_\_

Program Review Summary:

---

---

---

Corrective Action Required:

- ☐ No Further Action
- ☐ Counseling
- ☐ Additional Clinical Supervision
- ☐ Competency Reassessment
- ☐ Remediation Plan
- ☐ Probation
- ☐ Clinical Suspension
- ☐ Other: \_\_\_\_\_

Action Plan Details:

---

---

---

Follow-Up Date: \_\_\_\_\_

Outcome:

---

---

Program Director Signature: \_\_\_\_\_

Clinical director Signature: \_\_\_\_\_

Date Closed: \_\_\_\_\_



## **Radiation Incident/Misadministration Report Form**

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Student Name: \_\_\_\_\_

Clinical Site: \_\_\_\_\_

Procedure Involved: \_\_\_\_\_

Type of Incident:

☐ Repeat Exposure

☐ Wrong Patient

☐ Wrong Body Part

☐ Incorrect Positioning

☐ Incorrect Exposure Factors

☐ Abnormal Dosimeter Reading

☐ Fluoroscopy Concern

☐ Other: \_\_\_\_\_

Describe Incident:

---

---

---

Patient Safety Concern Present?

☐ Yes

☐ No

Immediate Corrective Action Taken:

---

---

Supervising Technologist Notified:

☐ Yes

☐ No

Program Director/Clinical director Notified:

☐ Yes

☐ No

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **ALARA Investigation Form**

### **Purpose**

This form is used to document the investigation of a student radiation exposure that meets or exceeds the program's established administrative investigation threshold or is otherwise determined to be unusual or unexpected.

**Administrative Investigation Threshold:** 100 mrem (1 mSv) whole-body/deep-dose equivalent during a single quarterly monitoring period.

**\*\*\*Note:** *The 100 mrem threshold is an administrative ALARA investigation threshold established by the program. It is not a federal regulatory dose limit.*

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Date of Investigation:** \_\_\_\_\_

**Dosimetry Monitoring Period:** \_\_\_\_\_

**Reported Dose:** \_\_\_\_\_ mrem / \_\_\_\_\_ mSv

**Investigation Threshold:** 100 mrem (1 mSv) per quarterly monitoring period

**Investigation initiated by:** \_\_\_\_\_

---

### **1. Clinical Rotation Assignment(s)**

**Clinical Site(s) during monitoring period:**

---

**Clinical rotation/area(s):**

- ☐ General Radiography
- ☐ Emergency Department
- ☐ Portable/Mobile Radiography
- ☐ Fluoroscopy
- ☐ Operating Room/Surgery
- ☐ Other: \_\_\_\_\_

**Dates of rotation(s):**

---

**Comments regarding clinical assignments that may have contributed to the reported exposure:**

---

---

---

### **2. Fluoroscopy and Surgical Procedure Participation**

**Did the student participate in fluoroscopic procedures during the monitoring period?**



- ☐ No
- ☐ Yes

If yes, identify the type(s) of procedure(s):

---

---

Approximate number of fluoroscopic procedures: \_\_\_\_\_

Did the student participate in surgical/operating room procedures?

- ☐ No
- ☐ Yes

If yes, identify the type(s) of procedure(s):

---

---

Was fluoroscopy used during any surgical procedures?

- ☐ No
- ☐ Yes
- ☐ Unknown

Comments:

---

---

---

### 3. Proper Badge Placement

Was the student's radiation dosimeter worn in the proper location according to program/clinical-site requirements?

- ☐ Yes
- ☐ No
- ☐ Unable to Determine

Dosimeter placement observed/reported:

- ☐ Collar level
- ☐ Chest level
- ☐ Waist level
- ☐ Other: \_\_\_\_\_

Was the dosimeter worn consistently during required radiation-producing activities?

- ☐ Yes
- ☐ No
- ☐ Unable to Determine

Was the dosimeter properly stored when not in use?

- ☐ Yes
- ☐ No
- ☐ Unable to Determine

Comments:

---

#### 4. Lead Shielding Utilization

**Was appropriate lead shielding available when required?**

- ☐ Yes
- ☐ No
- ☐ Unable to Determine

**Did the student appropriately utilize available shielding?**

- ☐ Yes
- ☐ No
- ☐ Unable to Determine

**Shielding utilized:**

- ☐ Lead apron
- ☐ Thyroid shield
- ☐ Lead glasses
- ☐ Mobile/fixed barrier
- ☐ Other: \_\_\_\_\_

**Were there any circumstances in which appropriate shielding was unavailable or could not reasonably be used?**

- ☐ No
- ☐ Yes

**If yes, explain:**

---

---

---

#### 5. Unusual Exposure Circumstances

**Were there any unusual circumstances that may have contributed to the student's reported radiation exposure?**

- ☐ No
- ☐ Yes
- ☐ Unable to Determine

**If yes, check all that apply:**

- ☐ Accidental exposure
- ☐ Prolonged fluoroscopic procedure
- ☐ Multiple fluoroscopic/surgical procedures
- ☐ Increased clinical workload
- ☐ Portable/mobile radiography
- ☐ Student positioned unusually close to the radiation source
- ☐ Inadequate distance from radiation source
- ☐ Shielding unavailable or improperly utilized



- ☐ Improper dosimeter placement
- ☐ Dosimeter left in an exposure area
- ☐ Equipment malfunction or suspected malfunction
- ☐ Other: \_\_\_\_\_

**Description of unusual circumstances:**

---

---

---

---

**Investigation Summary**

**Findings/Comments:**

---

---

---

---

**Was additional action or follow-up required?**

- ☐ No
- ☐ Yes — Explain:

---

---

---

**Signatures**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Program Faculty/Investigator:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Program Director:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **RELEASE FOR RADIOLOGIC TECHNOLOGY STUDENT TO RETURN TO CLINICAL COURSES**

Spalding University Radiologic Technology students returning to clinical courses following a surgical procedure, or medical condition requiring care by a healthcare provider, must be able to perform the essential skills required to provide patient care for an 8-hour clinical shift. The shift hours are determined by the clinical section in which the student is registered. Prior to returning to clinical (including lab, simulation, facility clinical, or any other clinical activity), this form must be completed by the healthcare provider overseeing the current procedure/condition and be presented to Program Director and course faculty. Full clearance must be awarded with no restrictions prior to returning.

\_\_\_\_\_ is able to resume clinical courses with no restrictions and perform the essential skills required to provide patient care for his/her clinical shift.

\_\_\_\_\_  
Healthcare Providers Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Provider Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Upon returning to clinical courses, I understand that I am responsible for meeting the Radiologic Technology Program Essential Abilities with no restrictions.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

***This signed and filed statement will be placed in the permanent records of the files maintained by the Radiologic Technology Program.***



## **Service-Learning Agreement Form**

As a part of participating in service-learning activities within the radiologic technology program, curriculum, I understand that I will behave in a responsible manner, and I fully agree to the following:

1. Completion of service-learning hours (20) is required to graduate from the Radiologic Technology program at Spalding University.
2. I am personally responsible for the documentation of all service-learning hours.
3. There will be no monetary compensation for participation in service-learning activities.
4. I will arrange my own transportation to/from service activities.
5. I am responsible for any insurance coverage required e.g. automobile and medical.
6. I will follow safety guidelines when selecting and participating in service activities.
7. I will be punctual and conscientious in my participation. I will notify the agency in advance if I am unable to participate as scheduled.
8. I will make my work of the highest quality and fulfill all commitments made to that agency.
9. I understand that my behavior is a reflection of Spalding University and that my behavior could impact future students from visiting the agency.
10. I will maintain a personal journal that reflects service-learning activities.

---

Student Printed Name

---

Student Signature

---

Date



## Service-Learning Project

**\*Required for Graduation from the Radiologic Technology Program**

### Written Paper Guidelines

- A 1–2-page reflection (approximately 250–500 words) is required
- Must be submitted after completion of service hours
- Reflection should demonstrate thoughtful engagement, not just a summary of activities

#### **Required Questions :**

1. What did you do during your service experience?
2. Describe a situation where you demonstrated professionalism, responsibility, or ethical behavior. What did you learn?
3. Describe an interaction that required you to show respect, empathy, or cultural awareness when working with diverse or vulnerable individuals.
4. What communication or interpersonal skills did you develop? Provide a specific example.
5. How will this experience influence your behavior as a future radiologic technologist and your approach to patient care?

### Service-Learning Presentation Guidelines

#### **Purpose**

The purpose of the presentation is to allow students to **communicate their service-learning experience** and demonstrate growth in:

- Professionalism
- Ethical behavior
- Respect for diverse populations
- Communication skills
- Patient-centered care

This presentation reinforces the importance of **professional reflection and communication**, both essential skills for radiologic technologists.

#### **Presentation Requirements**

- Length: 3–5 minutes
- Format: Verbal presentation with visual support
- All students must present their experience to the class

#### **Required Content**

Students must address ALL of the following areas during their presentation:

##### **1. Overview of Service Experience**

- Where did you complete your service hours?

- What activities did you perform?

## **2. Professionalism & Ethical Behavior**

- Describe a situation where you demonstrated professionalism, responsibility, or ethical behavior
- What did you learn from this experience?

## **3. Respect for Diverse & Vulnerable Populations**

- Describe an interaction that required respect, empathy, or cultural awareness
- What did you learn about working with diverse or vulnerable individuals?

## **4. Communication Skills**

- How did you communicate with individuals or staff during your experience?
- What worked well, and what challenges did you face?

## **5. Connection to Future Radiologic Practice**

- How will this experience influence your behavior as a future radiologic technologist?
- Provide at least one example related to patient care

### **Visual Presentation**

Students are encouraged to use PowerPoint or similar visual aid to enhance their presentation.

#### **Suggested Slides (3–5 total):**

1. Service Site & Overview
2. Key Experience (Professionalism or Diversity Example)
3. Skills Developed (Communication, Empathy, etc.)
4. Connection to Future Practice
5. Reflection or “Takeaway” Slide

### **Use of Photos**

Students may include photos from their service site, with the following guidelines:

Allowed:

- Photos of the environment (facility, supplies, setup, activities)
- Personal involvement (non-identifiable images)

Not Allowed:

- Photos of individuals being served
- Any identifying patient/client information.

This is essential to maintain privacy and ethical standards in healthcare settings.

### **Presentation Expectations**

Students should:

- Speak clearly and professionally
- Remain within the 3–5-minute time frame



- Demonstrate organization and preparation
- Engage the audience appropriately

### **Evaluation**

Presentations will be evaluated using the Service-Learning Grading Sheet, with emphasis on:

- Professionalism and ethical behavior
- Respect for diverse populations
- Communication skills
- Connection to future radiologic practice
- Overall clarity and organization

### **Tips for Success**

- Focus on one or two meaningful experiences, not everything you did
- Use specific examples (not general statements)
- Connect your experience to patient care and your future career
- Practice to stay within the time limit



## **Radiologic Technology Program-Service / Volunteer Hours Documentation Form**

\*\*\*FOR HANDBOOK REFERENCE ONLY\*\*\*

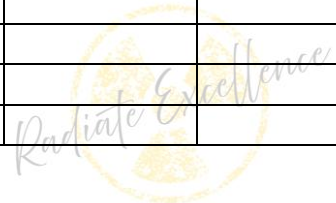
See Program Director for printed full scale copy.

Student Name: \_\_\_\_\_

| Date of Service | Hours Completed | Organization | Description of Activity | Name of Volunteer Supervisor | Contact Information | Signature of Volunteer Supervisor |
|-----------------|-----------------|--------------|-------------------------|------------------------------|---------------------|-----------------------------------|
|                 |                 |              |                         |                              |                     |                                   |
|                 |                 |              |                         |                              |                     |                                   |
|                 |                 |              |                         |                              |                     |                                   |
|                 |                 |              |                         |                              |                     |                                   |
|                 |                 |              |                         |                              |                     |                                   |

Date \_\_\_\_\_

Signature \_\_\_\_\_





## Student Health/Physical Exam

Students must have an annual health/physical exam while enrolled in Spalding University Radiologic Technology courses.

### **History and Physical Clearance**

This form, signed by healthcare provider (physician, physician's assistant, or nurse practitioner), shall be submitted to the radiologic technology program. This report will indicate whether the student has any health condition(s) that would endanger the health or well-being of other students, staff, or patients and is physically/mentally able to participate in radiologic technology courses with or without reasonable accommodation.

***NOTE: Radiologic Technology students who have a condition/impairment that could interfere with the performance of their essential duties, should connect with the University Center for Accessibility and Learning Equity (CALE) to determine what accommodations would be reasonable in a clinical setting.***

### HEALTH/PHYSICAL EXAMINATION FORM

Student Name: \_\_\_\_\_

DOB: \_\_\_\_\_

### TO BE COMPLETED BY THE HEALTHCARE PROVIDER

I have verified that the individual I have examined is the named individual on this form and find that this individual (please check all that apply):

\_\_\_\_\_ Is free of any medical condition and/or contagious disease and does not pose a health risk to others

\_\_\_\_\_ Is free of any mental or physical impairment that would prevent the student from meeting the clinical practicum training obligation

\_\_\_\_\_ Was evaluated for color blindness (\*include positive findings below)

\_\_\_\_\_ Has the following condition/impairment which could interfere with the performance of the essential duties (see Pages 2-3) and needs to follow up with the University Center for Accessibility and Learning Equity to determine what accommodations would be reasonable in the clinical setting

Signature of Healthcare Provider: \_\_\_\_\_

Printed name of Healthcare Provider: \_\_\_\_\_

Provider Title/Credentials: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Exam: \_\_\_\_\_

\*Color blindness must be documented but does not affect a student's ability to enroll in the program.



### **Health/Physical Exam Requirements**

Students must have an annual health/physical exam while enrolled in Spalding University Radiologic Technology courses. Students not current with this requirement will be dropped from courses in Week 1 of the semester. This will result in needing to take the course at another time and changes to program progression.

To remain compliant with program and clinical partner requirements, students shall report any new medical condition (i.e., surgical procedure including cesarean birth, ongoing treatment for illness or injury, pregnancy, vaginal birth, etc.) to the Program Director and course faculty as soon as possible so that appropriate and necessary precautions can be made. Students will be required to have full medical clearance with no restrictions to resume clinical and lab attendance, stating the ability to tolerate 8 hour clinical days and all Essential Duties to Meet Clinical Requirements as listed below. Pregnant students should be aware there are potential risks a fetus in the hospitals such as radiation, anesthesia, and communicable diseases.

### **History and Physical Clearance**

The form, signed by the healthcare provider, shall be submitted to the radiography program. This report will indicate whether the student has any health condition(s) that would create a hazard to themselves, employees, or patients.

***NOTE: Radiologic technology students who have a condition/impairment that could interfere with the performance of their essential duties, should connect with the University Center for Accessibility and Learning Equity (CALE) to determine what accommodations would be reasonable in a clinical setting.***

### **Procedure**

- Make an appointment with your healthcare provider or the Eagle Care Clinic for a health/physical exam.
- Bring all 3 pages of this form. The healthcare provider will use the Essential Duties to Meet Clinical Requirements as the basis for the health/physical exam.
- The healthcare provider should fully complete the Student Health/Physical Exam Form and return it to the student.
- The student will upload the completed Student Health/Physical Exam Form to their CastleBranch account.
- Make an appointment with CALE if there are any conditions that may interfere with the performance of essential duties and determine what accommodations would be reasonable in a clinical setting.
- Save a copy of all documents for your personal files.



## Essential Duties to Meet Clinical Requirements

To enter into and to complete the radiologic technology program, students must be able to meet the emotional and physical requirements of the program and the agencies in which students are placed for clinical. Students and faculty are to work with CALE to determine what accommodations would be reasonable in a clinical setting to meet these requirements.

### Emotional Requirements

The student must have the sufficient emotional stability to perform under stress produced by both academic study and the necessity of performing patient care in real patient situations while being observed by the instructors and other health care personnel.

### Physical Requirements

In order to participate in the radiologic technology Program, students are required to travel to healthcare and community agencies and hospitals, which can have unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program. The following physical requirements are necessary to participate in the clinical application courses in radiography:

1. **Strength:** Sufficient strength to lift 35 lbs. or more, move and transfer most patients; to restrain and carry children; to move and carry equipment; and to perform CPR, which requires sufficient body weight and adequate lung expansion.
2. **Mobility:** Sufficient to bend, stoop, get down on the floor; combination of strength, dexterity, mobility and coordination to assist patients; ability to move around physically and adequately in confined spaces (patient rooms, bathrooms, treatment settings, around patient equipment, etc.). Be able to perform all physical skills required to deliver patient care such as CPR, ambulation, transport, reposition, lifting, and other radiologic technologist duties.
3. **Fine Motor Movements:** Necessary to manipulate syringes and IVs; to assist patients with feeding and hygiene; to write appropriate notations; to document in health record; to perform sterile procedures and other skilled procedures.
4. **Speech:** Ability to speak clearly in order to communicate with staff, physicians, and patients; ability to be understood on the telephone.
5. **Vision:** Visualize patients (glasses or contacts permitted) in order to assess and observe their health status; skin tone, color changes, dermatological conditions, non-verbal behaviors, changes in signs and symptoms of illness, health improvement or deterioration, etc.
6. **Hearing:** Hear and see patients (aids permitted), monitor signs and symptoms, hear alarms, patient voices, call lights, and assess patient conditions, non-verbal behaviors, changes in signs and symptoms of illness, health improvement or deterioration, hear through the stethoscope to discriminate sounds, and accurately hear on the telephone.
7. **Touch:** Ability to palpate both superficially and deeply and to discriminate tactile sensations.



## Student Injury Report Form

Date of Incident: \_\_\_\_\_  
Time of Incident: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
Clinical Site: \_\_\_\_\_  
Department/Location: \_\_\_\_\_  
Supervising Technologist: \_\_\_\_\_

Type of Injury:

- ☐ Fall
- ☐ Needle Stick
- ☐ Blood/Body Fluid Exposure
- ☐ Musculoskeletal Injury
- ☐ Slip/Trip
- ☐ Equipment-Related Injury
- ☐ Other: \_\_\_\_\_

Describe Incident:

---

---

---

Immediate Action Taken:

---

---

Was medical evaluation required?

- ☐ Yes
- ☐ No

If yes, where:

---

Clinical Site Notified:

- ☐ Yes
- ☐ No

Person Notified: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Student Academic and Clinical Advisement Form**

Student Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

Date of Advisement: \_\_\_\_\_

Session/Semester: \_\_\_\_\_

### **Academic Progress Review**

| Area                            | Current Status                                                                   | Comments |
|---------------------------------|----------------------------------------------------------------------------------|----------|
| Radiography Coursework          | Satisfactory <input type="checkbox"/><br>Unsatisfactory <input type="checkbox"/> |          |
| Lab Performance (if applicable) | Satisfactory <input type="checkbox"/><br>Unsatisfactory <input type="checkbox"/> |          |
| Assignment Completion           | Satisfactory <input type="checkbox"/><br>Unsatisfactory <input type="checkbox"/> |          |
| Attendance                      | Satisfactory <input type="checkbox"/><br>Unsatisfactory <input type="checkbox"/> |          |

### **Academic Strengths**

---

---

---

### **Academic Areas Needing Improvement**

---

---

---

### **Clinical Progress Review**

| Area                | Current Status                                                                   | Comments |
|---------------------|----------------------------------------------------------------------------------|----------|
| Clinical Attendance | Satisfactory <input type="checkbox"/><br>Unsatisfactory <input type="checkbox"/> |          |
| Professionalism     | Satisfactory <input type="checkbox"/><br>Unsatisfactory <input type="checkbox"/> |          |

|                              |                                                                                  |  |
|------------------------------|----------------------------------------------------------------------------------|--|
| Communication Skills         | Satisfactory <input type="checkbox"/><br>Unsatisfactory <input type="checkbox"/> |  |
| Patient Care Skills          | Satisfactory <input type="checkbox"/><br>Unsatisfactory <input type="checkbox"/> |  |
| Radiation Safety Practices   | Satisfactory <input type="checkbox"/><br>Unsatisfactory <input type="checkbox"/> |  |
| Positioning Skills           | Satisfactory <input type="checkbox"/><br>Unsatisfactory <input type="checkbox"/> |  |
| Image Evaluation             | Satisfactory <input type="checkbox"/><br>Unsatisfactory <input type="checkbox"/> |  |
| Clinical Competency Progress | Satisfactory <input type="checkbox"/><br>Unsatisfactory <input type="checkbox"/> |  |

#### Competencies Completed

Required Competencies Completed: \_\_\_\_\_

Elective Competencies Completed: \_\_\_\_\_

Total Competencies Completed to Date: \_\_\_\_\_

#### Clinical Strengths

---



---



---

#### Clinical Areas Needing Improvement

---



---



---

#### Professional Development

Student demonstrates:

- ☐ Professional conduct
- ☐ Ethical behavior
- ☐ Critical thinking skills



- ☐ Effective communication
- ☐ Teamwork and collaboration
- ☐ Responsibility and accountability

Comments \_\_\_\_\_  
\_\_\_\_\_

Student Goals for Next 8-Week Session

- 1.
- 2.
- 3.

Follow up from prior goals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Improvement Plan (if applicable)

- ☐ No deficiencies identified.
- ☐ Improvement plan required.

Areas of Concern:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Steps:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-Up Date:

\_\_\_\_\_

Student Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



#### Advisement Summary

- ☐ Student is making satisfactory progress.
- ☐ Student is progressing with recommendations for improvement.
- ☐ Student is on academic warning/probation.
- ☐ Student is on clinical warning/probation.
- ☐ Follow-up meeting required.

#### Signatures

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Laboratory Safety Acknowledgment & Student Agreement

**Program:** Spalding University Radiologic Technology Program

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Purpose

The purpose of this acknowledgment is to ensure that all students understand and agree to follow the safety requirements governing the use of the radiography laboratory and energized radiographic equipment. These requirements are intended to promote radiation safety, patient safety, student safety, and compliance with program and clinical education standards.

Students are required to follow all program, institutional, laboratory, and radiation safety policies whenever participating in laboratory activities.

### Student Laboratory Safety Requirements

By signing this document, I acknowledge and agree to the following:

#### 1. Digital Detectors

I understand that students must not hold digital detectors during any radiographic procedure. Image receptors must be secured using an appropriate positioning device, holder, or other approved method. Students may not use their hands or body to hold a digital detector during an exposure.

#### 2. Patient Immobilization

I understand that students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

Appropriate immobilization devices and positioning aids must be utilized whenever indicated. Students must not substitute themselves or another individual for an appropriate immobilization device when the use of such a device is the accepted standard of care.

If assistance is necessary to safely position or immobilize a patient, the student must seek assistance from the supervising faculty member or qualified radiographer.

#### 3. Use of Energized Laboratory Equipment

I understand that all use of energized radiographic equipment must occur under the supervision of a qualified radiographer who is available to provide assistance and supervision.

Students may not independently operate energized radiographic equipment without the required qualified supervision.

A qualified radiographer must be readily available whenever students are utilizing energized laboratory equipment. If a qualified radiographer is not readily available to provide the required supervision, the radiation exposure mechanism must be disabled before students may continue laboratory activities.

#### 4. Radiation Safety

I understand that radiation-producing equipment may only be operated in accordance with program policies, laboratory procedures, applicable regulations, and the principles of ALARA (As Low As Reasonably Achievable).

I agree to:



- Follow all radiation safety procedures and instructions.
- Maintain appropriate distance and positioning during exposures.
- Use appropriate shielding when indicated.
- Never intentionally expose myself or another individual to radiation.
- Never make an exposure without appropriate supervision.
- Immediately report any unsafe condition, equipment malfunction, or unintended exposure to the supervising faculty member or qualified radiographer.
- Follow all instructions provided by faculty and qualified radiographers regarding the safe operation of laboratory equipment.

### **5. Student Responsibility**

I understand that failure to follow these requirements may result in removal from the laboratory, loss of laboratory privileges, remediation, and/or disciplinary action in accordance with the Radiologic Technology Program's policies and procedures.

I understand that asking questions and requesting assistance is expected whenever I am uncertain about the proper or safe way to perform a laboratory activity.

#### **Student Acknowledgment**

By signing below, I acknowledge that:

- I have read and understand the laboratory safety requirements outlined above.
- I have had the opportunity to ask questions regarding these requirements.
- I understand that I am responsible for following all laboratory and radiation safety policies.
- I understand that energized laboratory activities require supervision by a qualified radiographer who is readily available to provide assistance.
- I understand that the radiation exposure mechanism must be disabled when a qualified radiographer is not readily available to supervise student use of energized equipment.
- I understand that I may not hold a digital detector during a radiographic procedure.
- I understand that I may not hold a patient when an appropriate immobilization method is the standard of care.
- I agree to comply with these requirements whenever participating in laboratory activities.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Spalding University  
Radiologic Technology Program  
Acknowledgment of Receipt of Handbook**

I understand that I am responsible for reading, knowing, and abiding by the policies and procedures contained within the Spalding University Catalog, Spalding University Student Handbook, and Radiologic Technology Student Handbook.

I understand that I must fulfill the Core Performance Standards of a Radiologic Technology student as described in this handbook or that I am responsible for seeking assistance through Spalding University's Student Accessibility Services to receive consideration regarding accommodations in order to fulfill these Core Performance Standards with reasonable modifications and adaptations.

I understand that I must comply with the ARRT code of Ethics and Student Code of Academic Clinical Conduct as described within this handbook and that noncompliance with these policies and procedures may jeopardize my status in this program.

I understand that I am responsible for seeking information about these policies and procedures when questions occur or clarification is needed.

I understand these policies are subject to revision and that I will receive notice of any changes that are relevant to my status in the program.

Please sign and submit this signed Acknowledgment of Receipt of Handbook form to the Rad Tech Canvas orientation prior to the start of your Rad Tech courses (RAD 131).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_